

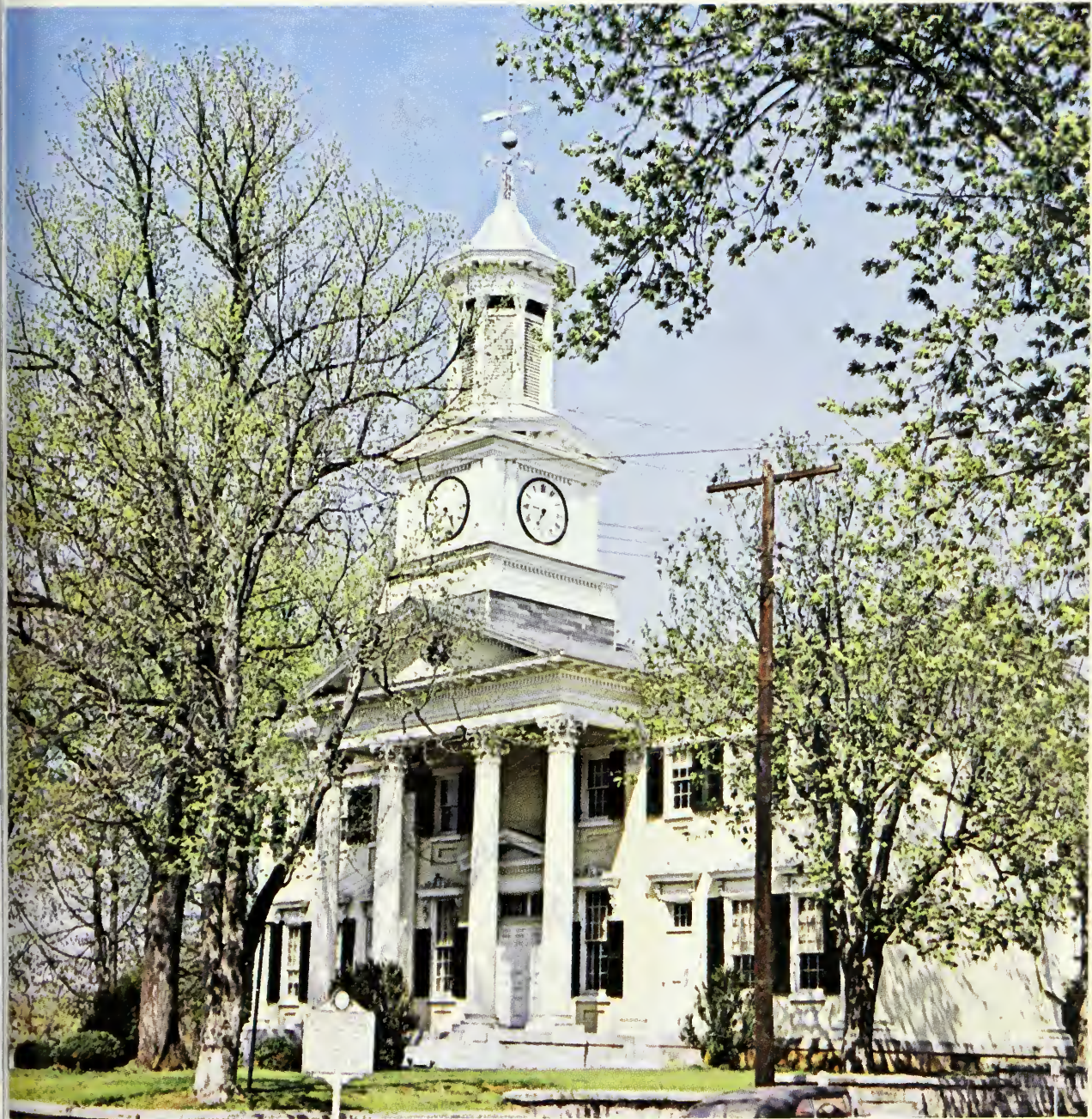






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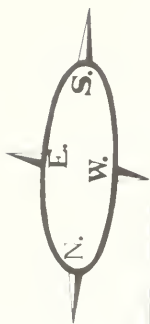
# *Shepherd College Catalog*



1974-75



Potomac River



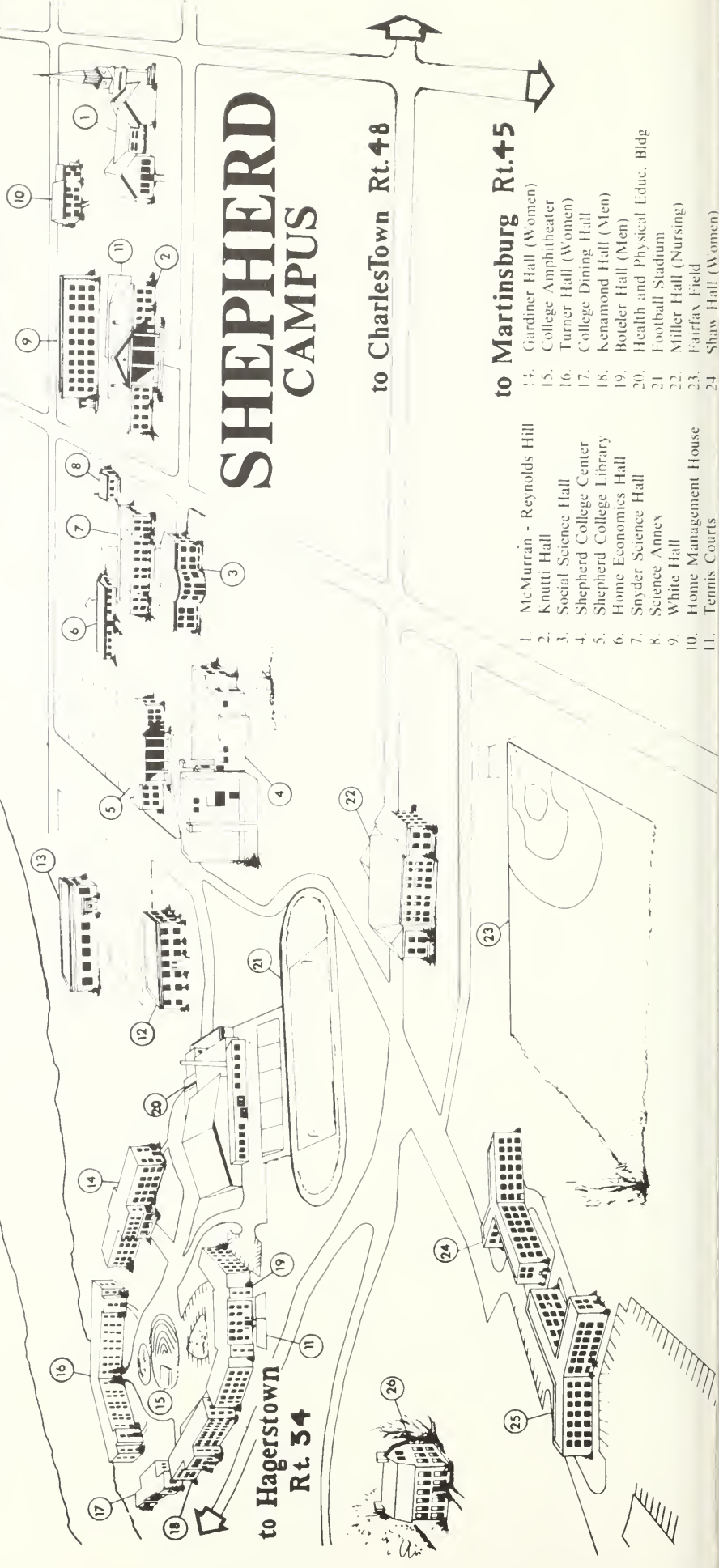
# SHEPHERD CAMPUS

to CharlesTown Rt. 48

to Martinsburg Rt. 45

to Hagerstown  
Rt. 34

- |                             |                                    |
|-----------------------------|------------------------------------|
| 1. McMurrin - Reynolds Hill | 14. Gardiner Hall (Women)          |
| 2. Knutt Hall               | 15. College Amphitheater           |
| 3. Social Science Hall      | 16. Turner Hall (Women)            |
| 4. Shepherd College Center  | 17. College Dining Hall            |
| 5. Shepherd College Library | 18. Kenamond Hall (Men)            |
| 6. Home Economics Hall      | 19. Boteler Hall (Men)             |
| 7. Snyder Science Hall      | 20. Health and Physical Educ. Bldg |
| 8. Science Annex            | 21. Football Stadium               |
| 9. White Hall               | 22. Miller Hall (Nursing)          |
| 10. Home Management House   | 23. Fairfax Field                  |
| 11. Tennis Courts           | 24. Shaw Hall (Women)              |
| 12. Maintenance Building    |                                    |





# **SHEPHERD COLLEGE**

**SHEPHERDSTOWN, WEST VIRGINIA**

**Founded 1871**

**A STATE COLLEGE**



## **Accredited by the**

North Central Association of Colleges and Secondary Schools  
National Council for Accreditation of Teacher Education  
National Commission on Accrediting  
Council of Social Work Education

## **Member**

American Association of Colleges for Teacher Education  
American Association of University Women  
American Public Relations Association  
American Council on Education

## **SHEPHERD COLLEGE CATALOG 1974-75**

**Issued June 1974**

**Vol. XXVIII**

**No. 3**

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## PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

Address: Shepherd College, Shepherdstown, West Virginia 25443

Telephone: (304) 876-2511, Mon-Fri., 8:00-5:00. Sat. 9:00-12:00.

Dr. James A. Butcher, President—General policy of the college.

Dr. Herbert Schlossberg, Academic Dean—Academic program, requirements for degrees, summer session information.

Dr. Earl E. Henderson, Administrative Assistant to the President—Federal programs, public relations, college publications.

G. Norris Rath, Registrar and Director of Institutional Research—Transcripts, copies of the college catalog and schedules.

Karl L. Wolf, Director of Admissions—Admission of students.

Haydon Rudolf, Director of Financial Aid—Financial aid, student employment, veterans benefits.

George Auxt, Dean of Student Affairs—Student personnel policies, counseling, student health services, housing, vehicle regulations, student organizations, student activities.

John L. Raschella, Director of Finance and Business Affairs—Business and financial information.

Dr. Carroll W. Palmer, Director of Teacher Education—Teacher placement, student teaching assignments and teacher certification.

Dr. Billy Ray Dunn, Coordinator of Educational Field Services and Alumni Affairs—Off-campus study and alumni matters.



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## 1974-75 ACADEMIC YEAR CALENDAR

- Sat., June 8—Registration for 1st Summer Session, 8:30-11:00 a.m.
- Mon., June 10—Classes begin 1st Summer Session. First day late fee applies (Payment for early registered students only, 1-3 p.m., Cafeteria Basement).
- Tues., June 11—Last day for registration and/or to add classes.
- Mon., June 17—Last day for making application for summer graduation.
- Tues., June 25—Orientation and registration for new freshmen (Group I)
- Wed., June 26—Orientation and registration for new freshmen (Group II)
- Tues., July 2—Orientation and registration for new freshmen (Group III).
- Wed., July 3—Orientation and registration for new freshmen (Group IV)
- Thurs., July 4—Holiday (No classes Friday, July 5)
- Mon., July 8—Last day to drop a class with a "W"—I Summer Session.
- Wed., July 10—Close of 1st Summer Session. II Summer Session Registration for students not enrolled in 1st Summer Session, 9:30-12:00 noon. II Summer Session Registration for students enrolled in 1st Summer Session, 1-3 p.m.
- Thurs., July 11—Classes begin 2nd Summer Session. First day late fee applies for all students.
- Fri., July 12—Last day for registration and/or to add classes. Grades due 4:00 p.m. for 1st Summer Session.
- Tues., Aug. 6—Last day to drop a class with a "W"—II Summer Session.
- Thurs., Aug. 8—Close of 2nd Summer Session
- Fri., Aug. 9—Grades due 4:00 p.m. for 2nd Summer Session.

### FIRST SEMESTER 1974-75

- Mon., Aug. 19—Orientation, Academic Advisement, Registration and payment for all students not participating in early registration in June or July (freshmen, transfers, and readmits) beginning at 8:00 a.m. and upperclass returning students beginning at 9:30 a.m. NIGHT REGISTRATION 6:00 to 7:00 p.m. REPORT PROMPTLY at 6:00 p.m.
- Tues., Aug. 20—Early registered freshmen pay fees. It is **not** possible to register for classes on Aug. 20/21



- Wed., Aug. 21—Early registered upperclassmen pay fees.  
Thurs., Aug. 22—Classes begin  
Wed., Aug. 28—Last day to add a class; Last registration for night classes, 6-7 p.m.  
Mon., Sept. 2—Labor Day Holiday  
Mon., Oct. 7 thru Fri., Oct. 11—Mid-term examinations  
Wed., Oct. 16—Mid semester grades due at 12 noon; Last day to apply for Dec. 1974 Graduation.  
Fri., Oct. 25—Mid semester grades distributed by advisors  
Mon., Nov. 25 & Tues., Nov. 26—Early Registration (Obtain course cards by prearranged times for all students)  
Tues., Nov. 26—Last day to drop a class with a "W"—First Semester.  
Wed., Nov. 27 thru Sun., Dec. 1—Thanksgiving Recess begins 8:10 a.m., November 27  
Thurs., Dec. 5—Study Day  
Fri., Dec. 6 thru Thurs., Dec. 12—Final examinations  
Fri., Dec. 6—Last day to apply for May 1975 Graduation. (This date is the deadline for all students who will be enrolled the 2nd Semester.)  
Sat., Dec. 14—First Semester grades due by 12:00 noon and end of First Semester.

## SECOND SEMESTER 1974-75

- Mon., Jan 6—Freshmen & transfer orientation. Academic advisement for all non-early registered students.  
Tues., Jan. 7—Continuation of academic advisement for all non-early registered students and REGISTRATION for all non-early registered students. NIGHT SCHOOL REGISTRATION 6-7 p.m. Report promptly at 6:00 p.m. It is **not** possible to register for classes on Jan. 8.  
Wed., Jan. 8—Payment for early registered students by pre-arranged times  
Thurs., Jan. 9—Classes begin. First day late fee applies.  
Wed., Jan. 15—Last day to add a class & last REGISTRATION FOR NIGHT SCHOOL 6-7 p.m.  
Mon., Feb. 24 thru Fri., Feb. 28—Mid-term examinations  
Wed., Mar. 5—Mid semester grades due at 12:00 noon  
Sat., Mar. 8 thru Sun., Mar. 16—Spring Recess  
Tues., Mar. 18—Mid semester grades distributed by advisors  
Fri., Mar. 28—Good Friday Holiday  
Fri., Apr. 4—Last day for seniors currently enrolled to apply for Summer 1975 Graduation.

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Tues., Apr. 15 & Wed., Apr. 16—Early registration (Obtain course cards by prearranged times for all students)

Mon., Apr. 21—Last day to drop a class with a “W”—Second Semester

Mon., Apr. 28 thru Fri., May 2—Final examinations

Tues., May 6—Senior grades due by 12 noon

Thurs., May 8—Second Semester grades due at 9:00 a.m. and end of II Semester.

Sat., May 10—Commencement (to be approved by Commencement Committee)



**The Shepherd College Center provides diversion between classes.**



**SECTION I**

**PERSONNEL**

**WEST VIRGINIA BOARD OF REGENTS**

**1316 Charleston National Plaza  
Charleston, West Virginia 25301**

Mrs. Elizabeth Harden Gilmore, President  
514 Broad Street  
Charleston, West Virginia 25301

Mr. Albert M. Morgan, Vice-President  
174 Chancery Row  
Morgantown, West Virginia 26505

Mr. Edward H. Greene, Secretary  
419 Eleventh Street  
Huntington, West Virginia 25701

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1020 Kanawha Valley Building,  
Charleston, West Virginia 25301

Mr. Amos A. Bolen,  
201 South Jefferson Street  
Lewisburg, W. Va. 24901

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Box 245,  
Berkeley Springs, W. Va. 25411

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P. O. Box 631,  
Mount Hope, W. Va. 25880

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Parkersburg, West Virginia 26101

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816 Central Union Building,  
Wheeling, West Virginia 26003

Dr. Ben L. Morton, Chancellor

**ADVISORY BOARD OF SHEPHERD COLLEGE**

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Mrs. Donald J. Baker, Moorefield, West Virginia 26836

Mr. Mack Brooks, 911 Second Avenue, Marlinton, West Virginia 24954

Mr. John Wesley Harris, Box 266, Shepherdstown, West Virginia 25443

Mr. Dan Paul, Manager, Martinsburg-Berkeley County Chamber of Commerce, Martinsburg, West Virginia 25401

Mr. George L. Sponaugle, Box 578, Franklin, West Virginia 26807

## OFFICERS OF ADMINISTRATION

James A. Butcher, Ed. D.	President
Herbert Schlossberg, Ph. D.	Academic Dean
Earl Erie Henderson, Ed. D.	Administrative Assistant to the President
George Auxt, M.A.	Dean of Student Affairs
Billy Ray Dunn, Ed. D.	Coordinator of Educational Field Services and Alumni Affairs
Dorothy J. Pike, M. Ed.	Associate Dean of Student Affairs
John L. Raschella, B.S.	Director of Finance and Business Affairs
G. Norris Rath, M.S.	Registrar and Director of Institutional Research
Karl L. Wolf, M.B.A.	Director of Admissions
Harry C. Young, Jr., M.A.	Director of Student Development

## ADMINISTRATIVE MANAGERIAL STAFF

Charles Doss, B.S.	Assistant Director of Finance and Business Affairs
Kenneth D. Glass, Ed.D.	Counselor and Coordinator of Placement
Carl V. Moore, M.Ed.	Computer Center Coordinator
W. F. Mackey, B.S.	Director of the Physical Plant and Engineering
Agnes H. Tabler, B.A.	Assistant Registrar
Vivian Snyder	Bookstore Manager

## LIBRARY STAFF

Floyd W. Miller, M.S.L.S., M.A.	Librarian
Jean Ann Elliott, M.S.L.S., M.S.	Public Services Librarian
Barbara A. Maxwell, M.S.L.S., M.L.A.	Chief Cataloguer
Judith D. Kincaid, M.S.L.S.	Assistant Cataloguer
Joanne Marie Spaulding	Secretary to the Librarian
Kathryn A. Buyse, B.S.	Cataloging Assistant
David R. Cogar	Periodicals Clerk
Kathryn L. Crane, A.B.	Circulation Desk Assistant
Shirley X. Lapole	Circulation Desk Assistant
E. Randall Myers, B.A.	Acquisitions Assistant
Brenda K. Welsh	Cataloging Clerk



**SUPPORT STAFF**

Mrs. Jean Ambrose	Secretary, Coordinator of Educational Field Services
Mrs. Barbara Beckwith	Secretary to the Director of Finance
Miss Nancy Boward	Secretary to the Director of the Physical Plant
Mrs. Barbara Busey	Business Office Secretary and Clerk
Mrs. Robbin Campbell	Clerk-Typist, Office of the Registrar
Mrs. Kay Combs	Bookstore Clerk
Miss Judy Cook	Secretary to the Assistant to the President
Mrs. Betty Lou Crampton	Secretary, Division of Social Sciences
Mrs. Janice Elliot	Secretary, Business Office
Mrs. Betty Fletcher	Secretary to the President
Mrs. Bonnie Gordon	Secretary, Health and Physical Education
Mrs. Barbara Hedden	Secretary to the Academic Dean
Mr. Kenneth Harbaugh	Service Center Operator
Mrs. Carolyn Kerr	Accountant
Mrs. Phyllis Leonard	Admissions Counselor
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Mrs. Jean Linton	Secretary, Creative Arts Division
Mrs. Emma Jean Mackey	Switchboard Operator and Receptionist
Mrs. Linda Mashburn	Secretary, Coordinator of Educational Field Services
Mr. Roy W. Matlick	Programmer, Computer Center
Mrs. Carolyn Michael	Bookstore Clerk
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Miss Judy Parker	Secretary, Division of Business Administration
Miss Nancy Parker	Secretary, Division of Education and Psychology
Mrs. Bonnie Ridenour	Secretary to the Coordinator of Counseling and Placement
Mrs. Lana Shantz	Secretary, Division of Science and Mathematics
Mrs. Sally Sherman	Secretary to the Dean of Student Affairs
Mrs. Barbara S. Smith	Secretary to the Director of Financial Aids
Mrs. Ann Swope	Cashier
Mrs. Nancy P. Webb	Secretary, Division of Languages and Literature

**STAFF AT THE VETERANS' ADMINISTRATION CENTER  
MARTINSBURG, WHO WORK WITH THE  
MEDICAL TECHNOLOGY PROGRAM**

- JACK F. BAILEY, M.D., Temple University School of Medicine, 1942. Pathologist.
- HANS HOCH, Adjunct Professor, Ph.D., University of Vienna, 1935. Chief, Physical Chemistry Laboratory.
- CORNELIA HOCH-LIGETI, Adjunct Professor, M.D., University of Vienna, 1931. Chief, Laboratory Service and Pathology Research Laboratory. Director of the Medical Technology Program.
- JACQUELINE S. JOHNSON, B.A., East Carolina College, 1933. Certified M.T. (ASCP) 1937.
- KAREN I. LEWIS, B.S., University of Virginia, 1952. Certified M.T. (ASCP) 1947. Supervisor, School of Medical Technology.
- JAMES P. MORISON, Adjunct Professor, B.A., 1935; M.S., 1937, West Virginia University. Affiliate ASMT.
- ROBERT S. ORNDORFF, B.S., Shepherd College, 1954; B.S., West Virginia University, 1960. Certified M.T. (ASCP) 1960.
- DAVIS S. SLANE, B.A. and B.S., Shepherd College, 1951.
- KATHLEEN O. STUMP, Certified ASCP, 1956. Medical Technologist, ASMT, 1957.
- WILLIS V. STUMP, B.S., Shepherd College, 1955. ASMT, 1968.
- THEODORE J. WELLER, B.S., Shepherd College, 1948. Affiliate ASMT.
- KATHERINE B. ZIRKLE, B.S., Capital University, 1950. Certified M.T. (ASCP) 1964.

**PRINCIPALS AND PRESIDENTS**

A list of the principals and presidents with the years each served follows. The title of principal was changed to president in 1918.

Joseph McMurran	1872-1882	E. F. Goodwin	1901-1903
Dudley D. Pendleton	1882-1885	J. G. Knutti	1903-1909
T. J. Woofter	1885-1887	Thomas C. Miller	1909-1920
Asa B. Bush	1887-1891	W. H. S. White	1920-1947
E. Mode Vale	1891-1892	Oliver S. Ikenberry	1947-1968
A. C. Kimler	1892-1901	James A. Butcher	1968-



## EMERITUS FACULTY

- STEWART E. ARNOLD, **Associate Librarian and Assistant Professor of Library Science, Emeritus**, 1924-52. Home: Piedmont, West Virginia.
- DR. CHARLES R. ATHERTON, **Professor of Mathematics, Emeritus**, 1954-72. Home: Shepherdstown, West Virginia.
- ALICE S. BICKNELL, **Resident Counselor, Emeritus**, 1950-65. Home: 3312 Chiswick Court No. 3B, Silver Springs, Maryland.
- DR. SARA HELEN CREE, **Professor of Physical Education, Emeritus**, 1940-72. Home: Shepherdstown, West Virginia.
- ANN HENSHAW GARDINER, **Assistant Professor of Nursing Education, Emeritus**, 1948-67. Home: 26 Peyton Street, Winchester, Virginia.
- DR. JOHN P. GOULDING, **Professor of Chemistry, Emeritus**, 1948-69. Home: Shepherdstown, West Virginia.
- RAY E. HARRIS, **Professor of Biology, Emeritus**, 1946-72. Home: Shepherdstown, West Virginia.
- HAZEL McDONALD HENDRICKS, **Assistant Professor of Home Economics, Emeritus**, 1961-72. Home: Shenandoah Junction, West Virginia.
- DR. OLIVER S. IKENBERRY, **President Emeritus**, 1947-68. George Peabody College, Nashville, Tennessee.
- CLETUS LOWE, **Associate Professor of Social Science, Emeritus**, 1940-68. Home: Shepherdstown, West Virginia.
- DR. JAMES MOLER, **Professor of Education, Emeritus**, 1959-72. Home: South Church Street, Charles Town, West Virginia.
- HAZEL H. NEWMAN, **Associate Professor of Home Economics, Emeritus**, 1944-58. Home: Shepherdstown, West Virginia.
- ALLISON P. RIDER, **Registrar and Assistant Professor of Education, Emeritus**, 1958-68. Home: Shepherdstown, West Virginia.
- DR. RUTH SCARBOROUGH, **Professor of History, Emeritus**, 1936-66. Home: Route 2, Pineview, Georgia.
- FLORENCE SHAW, **Professor of Education, Emeritus**, 1923-61. Home: 404 South Franklin Street, Kirksville, Missouri.
- VETA LEE SMITH, **Associate Professor of English, Emeritus**, 1957-68. Home: Shepherdstown, West Virginia.
- ERNEST STUTZMAN, **Professor of Physical Science, Emeritus**, 1928-52. Home: Shepherdstown, West Virginia.

## SHEPHERD COLLEGE ALUMNI ASSOCIATION OFFICERS

President: James Staley, '68	Shepherdstown
Vice-President: Charles W. Van Metre, '56	Shepherdstown
Recording Secretary: Kathryn Beveridge, '66	Shepherdstown
Treasurer: Jean Elliott, '54	Shepherdstown
Coordinator: Charles Unseld, '08	Shepherdstown

## **SHEPHERD COLLEGE OFFERS YOU—**

- **A SHARE IN THE TRADITIONS OF A CENTURY-OLD INSTITUTION.**

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.

- **A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.**

Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River, 65 miles from Washington, D. C.

- **A FRIENDLY STUDENT BODY.**

A warm welcome will be extended from a friendly student body.

- **ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.**

Shepherd maintains a faculty of approximately 100 instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.

- **AN ACCREDITED STATE-SUPPORTED, CO-EDUCATIONAL FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.**

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- **THE ADVANTAGES OF A SMALL COLLEGE.**

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- **AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES.**

Student activities include: athletics, broadcasting, drama, fraternities and sororities, college choir, orchestra, college newspaper and annual, student senate, Student Christian Association, and class organizations.

- **A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.**

The cost of a college education at Shepherd is less than at most colleges and universities.



● A BROAD EDUCATIONAL PROGRAM.

**Liberal Arts and Sciences:** B.A. and B.S. degrees

Biology, chemistry, economics, English, history, mathematics, political science and sociology.

**Professional Degrees:** B.S. degrees.

Business administration, home economics, hotel, motel and restaurant management, medical technology, park administration, recreation, social welfare.

**Teacher Education:** B.A. Elementary and B.A. Secondary degrees.

Art, biology and general science, business education, chemistry and general science, English, general science, health education, home economics, language arts, physical education, music, mathematics, safety education, school librarian, secretarial studies, social studies and speech.

**Two year Professional:** A.S. degree.

Business, data processing, accounting, secretarial studies, nursing, bank management, marketing management and hotel-motel and restaurant management.

**One year Certificate:**

Real estate salesmanship, insurance salesmanship, retail salesmanship, bank operations, stenographic technician, clerk-typist.

**Pre-professional:** Agriculture, dentistry, physical therapy, engineering, law, medicine, pharmacy, veterinary, and theology.



Shepherd College faculty members devote personal attention to students.

# GENERAL INFORMATION

## GENERAL STATEMENT

Shepherd College is a state-supported, four-year, liberal arts and teacher education institution under the supervision of the West Virginia Board of Regents. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

### An Accredited Institution

The college is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education and the Council of Social Work Education. The institution is a member of the American Association of Colleges for Teacher Education and American Council on Education. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

### Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

### History of The College

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed



to instruct students “in languages, arts and sciences,” was drawn up and signed by C. W. Andrews, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurren first principal of the institution, which was opened in September 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: “That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson.”

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943, the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, in January 1951, became a member of the Association of American Colleges and in 1954, was accredited by the National Council for the Accreditation of Teacher Education. The college recently completed its centennial year.

### **The Objectives of Shepherd College**

Shepherd College is a multiple-purpose state college. It provides liberal arts education, it prepares teachers for service in the public schools and it gives professional education for those entering directly into specified professions as well as pre-professional education for persons planning to enter professional schools. In addition, the college is expanding its offerings in one-year certificate and two-year associate degree programs which enable students either to accept immediate employment or to continue further study.

Faculty and students enjoy complete freedom to search for truth and state their opinions without restraint from political creeds, religious doctrines, economic pressures or personal biases. The faculty seeks to encourage students in their intellectual and personal development.

The college aims to provide students with a general education which will enable them to succeed, personally and professionally, in today's complex society and to prepare them for entry into a satisfying career. The burden of accomplishment rests on the student but the faculty and staff desire to render every assistance in increasing the student's ability to understand his society, communicate orally and in

## **16 / Shepherd College**

writing, analyze data, synthesize knowledge, understand and be able to use the methods of inquiry of the various disciplines and develop a personal code of ethics and a philosophy of life.

### **Dedicated to Good Citizenship**

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

### **Educational Services to the Area**

Shepherd College and the West Virginia Department of Education are engaged in a cooperative educational field service program in eight Eastern West Virginia counties: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton. A Coordinator of Educational Field Services provides leadership by assisting the various school systems to improve their educational programs.

### **Summer Session**

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms.

### **College Extension**

Off campus classes may be organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

A graduate program in cooperation with West Virginia University is now in effect.

### **Ideally Located**

Shepherd College is situated within ninety minutes drive of downtown Washington or Baltimore. The curriculum of the college is vastly enriched by making field trips to that metropolitan area a part of the learning activities. Observation trips to the United States Supreme Court, the United States Congress, and other Federal agencies

are easily accomplished. The cultural program of the college is likewise enriched by the scheduling of artists and performing groups from the city. In their recreational life, students find the location of the college most advantageous.

## **SHEPHERD COLLEGE CAMPUS**

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling limestone land extending from Main Street in Shepherdstown to the banks of the Potomac River. The campus provides sites for eighteen academic buildings and residence halls, as well as other buildings.

**Knutti Hall** was erected in 1904 and renovated in 1968 as an academic classroom building. It was named in honor of former Principal John G. Knutti. The ground floor has a radio broadcasting studio, drama workshop and studios and art laboratories. The first floor provides academic facilities and offices for the Division of Education. The second floor provides classrooms and offices for the art and English Departments.

**McMurran Hall** is the original Shepherd College building, erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. The building is named in honor of the "Father of Shepherd College," Joseph McMurran. Music classes meet in this building.

**Reynolds Hall** was erected in 1889 by the citizens of Shepherdstown for use by the college and the community. It has been redesigned and remodeled for forums, motion pictures, plays, musicals and assembly programs. A Baldwin Organ has been installed in the auditorium to be used for organ concerts and instruction.

**Social Science Hall** was acquired in 1957 to serve as a classroom building and provides facilities for history, political science, geography, sociology and English classes. This building will be demolished to make way for a new science laboratory building.

**College Center Building.** This \$1,000,000 college community center, with its recent addition, provides modern facilities for the college bookstore, student center and snack bar, colonial lounge and ballroom, conference and club rooms, bowling facilities and other recreational facilities.

**The Library** collection is composed of varied materials, which number approximately 115,000. Printed and microtext materials comprise the majority of the collection. There are about 90,000 books and bound periodicals, which are supplemented by books and periodicals on some 19,000 microfiche and microfilm reels. Other parts of the collection include phonograph records, cassette and reel tapes, filmstrips, slides, media kits, and loopfilms. The library cur-



rently subscribes to some 475 periodicals and newspapers. The three-story, air-conditioned structure which the library occupied in October 1965, is designed as a place of study, particularly for independent study and research. The accommodations for study include reading rooms, group study rooms, and individual study carrels and cubicles. A phonograph record listening room, a cubicle for private viewing of visual materials, and a microtext reading area are available. The West Virginia Room houses a special collection of printed materials relating to the State. Library hours are listed in the Student Handbook.

**White Hall.** A new building is currently being erected on the site of the former White Hall and will be ready for occupancy during the 1974-75 academic year. It will house the Divisions of Business Administration and Social Sciences.

**Home Management House.** A nine-room brick residence has been furnished and equipped to provide home economics students an opportunity to live in the residence to get experiences in home management.

**W. R. Thacher Hall** was completed in August 1970. Housing 152 men, it has such features as wall to wall carpeting and air conditioning in student rooms, three lounges, a study room, a T.V. Room, and a game room. It was named in honor of William Reynolds Thacher who served the college from 1923 until his retirement in 1961 as Professor of Economics and Geography and Director of Extension.

**Florence Shaw Hall** houses 152 women and was completed in August 1970. Named in honor of Miss Florence Shaw, Professor of Education from 1923 until her retirement in 1961, it is a sister hall to Thacher and has the same modern features.

**Miller Hall**, erected in 1915, is a three-story colonial building, formerly a residence hall for women, named in honor of former President Thomas C. Miller. It is the temporary home of the Division of Business Administration and the nursing program.

**Fairfax Field** lies in the rear of Miller Hall and is used for baseball.

**Health and Physical Education Building.** The Health and Physical Education Building contains two basketball courts, a swimming pool, two classrooms, offices, and athletic facilities. A new Athletic Stadium located near the Health and Physical Building provides an athletic field for football and track.

**Gardiner Residence Hall.** A Women's Residence Hall dedicated in November 1966 and named in honor of Mrs. Mabel Henshaw Gardiner provides facilities for 150 women in double rooms. It houses a well equipped Infirmary to handle emergency and minor illnesses.

Acoustical tile ceilings and carpeting of floors, in addition to the decor for residence halls, are special features it provides for comfortable living and a good study climate for students.

**Ella May Turner Residence Hall.** A women's residence hall, named in honor of Miss Ella May Turner, Professor of English, 1912-1945, was dedicated in October 1961. It is a modern three-story brick structure, housing 154 women.

**College Dining Hall.** A modern College Dining Hall was opened in September 1961. It was air conditioned during 1971.

**Kenamond Residence Hall.** A Men's residence hall named in honor of Dean Alva D. Kenamond was dedicated in November 1966. It provides many facilities for the comfort and the welfare of 160 students, housed in double rooms. It has good natural lighting, carpet for muffling sounds and spacious lounges. The kitchenette unit, recreation, television, and laundry rooms are well equipped to meet the needs of students and staff.

**Alexander Robinson Boteler Hall.** This men's residence, erected in 1952, is a modern three-story fireproof structure and provides housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

**President's Home.** Constructed in 1907 and secured by the college in 1964 provides a spacious residence for the President of the College.

**Administration Hall.** A modern college administration building opened in July 1968 houses the offices of the President, Academic Dean, Director of Admissions and Registrar and Business offices on the first floor. On the second floor, the offices of the Dean of Student Affairs, Director of Housing, Director of Financial Aid, Director of Educational Field Services and Director of Public Relations are housed. The ground floor houses the service center and the college's computer facilities.

**The Home Economics Hall,** to the east of Snyder Science Hall, was opened in 1948 as the college cafeteria. On the completion of the new College Dining Hall in 1961, the old cafeteria was renovated to house classes and laboratories of the Division of Home Economics. In 1967, a clothing laboratory and nursery school wing were added. This building will be replaced by a new Home Economics Hall during the 1975-76 academic year.

**Snyder Science Hall** is a three-story building erected in 1942 and named in honor of the late H. L. Snyder. It houses the departments of mathematics, physics, chemistry and biology.

## SECTION III

# ADMISSIONS

### GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to race, color, religion, or sex. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying—August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs or other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and \$25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshmen students only). In addition, college transfer students must have a Student Personnel record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

### ADMISSION OF HIGH SCHOOL GRADUATES

#### INSTATE (WEST VIRGINIA RESIDENT) STUDENTS

All residents of the state of West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects are eligible for admission to Shepherd College.

#### OUT-OF-STATE (NON WEST VIRGINIA RESIDENT) STUDENTS

The following criteria will be considered when determining an out-of-state student's eligibility for admission to Shepherd College: secondary school program followed; grade point average or class rank;



American College Test Scores (SAT scores will be considered if the student has not taken the ACT; however, for any freshman admitted, ACT scores must be on file by the end of the first semester in which the student is enrolled); recommendations of high school guidance counselor or principal.

## **EARLY DECISION PLAN**

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade average of B (3.00) at the end of the sixth semester of high school and will need to meet all of the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant will receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

## **ADMISSION BY G.E.D. TEST**

Non high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previous) will be admitted if they attain a standard score of 35 (which is the State requirement for a diploma) on each of the five parts of the General Education Development Test or an average standard score 45 or above on the entire test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

## **CLEP TESTS**

Successful completion of CLEP tests may be used in lieu of other admission requirements. Each case shall be determined on an individual basis by the Admissions and Credits Committee.

Students will be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements of Shepherd College, the credit shall then be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examinations on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. At present the closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

### **WAIVING FRESHMAN ENGLISH**

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

Students who score 26 or better on the English portion of the ACT may request the Chairman of the Division of Languages and Literature to waive the requirement of English 101. In this event, the Division Chairman will refer the student to the Freshman Evaluation Committee, which will give him a Division English 101 test and one or more themes. On the basis of this test and theme(s) the committee may waive the requirement of English 101. No credit will be allowed for the waived requirement; the student must still complete 128 hours for graduation, and he must select some other class in English in lieu of the English 101.

### **COLLEGE TRANSFER STUDENTS**

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. In addition to other required materials, college transfers are expected to have a 2.00 overall average on all courses attempted and eligibility to return to their former college. A student who is on either academic or social probation is not considered eligible for admission to Shepherd College.

All grades and credits transferred to Shepherd College are posted on the permanent record exactly as received from all other colleges. Grades earned at another institution cannot be used to make up a

deficit of quality points at Shepherd College. Transcripts must be mailed directly to Shepherd College from all colleges which the prospective student has previously attended. Transcripts received by Shepherd College become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit.

## **DIRECT TRANSFER AGREEMENTS**

Shepherd College has developed direct transfer agreements with Ferrum College, Ferrum, Virginia; Shenandoah College and Conservatory of Music, Winchester, Virginia; Northern Virginia Community College, Annandale, Alexandria, Manassas, Sterling and Woodbridge, Virginia; and Allegany Community College, Cumberland, Maryland, and plans to develop agreements with other two-year junior or community colleges in the near future. These agreements guarantee that students transferring from the two-year college will be accorded class standing by the number of semester hours completed at the two-year college and that all course work will be credited toward the student's bachelor degree work at Shepherd College.

Applicants interested in the details of these direct transfer agreements should contact one of the colleges involved. Officials of institutions desiring an agreement with Shepherd College should contact the Director of Admissions at Shepherd College.

## **RE-ADMISSION OF STUDENTS**

A re-admission application must be completed by a student who was not enrolled the preceding semester. A health record is valid for five years.

## **ADMISSION OF FOREIGN STUDENTS**

Applications from foreign students should be submitted at least four to six (4 to 6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended.



Scholastic attainment must be equivalent to that of a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C.

Foreign students should make all arrangements for their financial obligations to Shepherd College and for their entire stay in the United States before leaving their home countries.

## **NON-DEGREE STUDENTS**

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student desires to enroll.

Other persons may be considered for admission as special students upon application to the Office of Admissions and may enroll in those courses for which they are qualified.

## **AUDITING COLLEGE COURSES**

A student may audit a college course by making application in the Office of Admissions as an auditor and paying the regular college fees in the Business Office. As an auditor, he is expected to attend classes regularly, but he will not receive credit at the conclusion of the course or at a later date.

## **HIGH SCHOOL HONORS PROGRAM**

High School students who have completed the junior year of study may be admitted to Shepherd College to enroll in not more than one college course per semester with the maximum credit of not more than four (4) semester hours of credit to be earned in any one semester or summer session, and with not more than a total of sixteen hours credit in any academic year if the following conditions are fulfilled:

1. Recommendation of the high school principal.
2. Completion of all high school subjects pre-requisite to enrolling in the desired college course.
3. Attainment of at least a "B" average in high school subjects required for college admission.
4. Completion of at least thirteen (13) units of high school credit.

Courses must be approved in advance of registration. Official college credit will be recorded only after institutional receipt of high

school graduation certification. All high school credit should be completed within a year after the initial college registration.

## **ENROLLMENT PROCEDURES**

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the health form signed by a physician, housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., courses taken, senior courses in progress and test scores if taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Every student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Registrar. An advisor will be appointed for all first-time enrollees. A student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

## **COLLEGE CREDIT FOR MILITARY SERVICE**

Institutions of higher learning in West Virginia will grant credit of four (4) semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours, Health Education; two hours, First Aid; four hours, Recreational Activities; four hours, Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

## **SUMMER ORIENTATION, TESTING AND EARLY REGISTRATION**

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in June and July. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses.

## **POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES**

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or nonresidents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.

### **CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES**

1. **General:** Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

2. **Residence Determined by Domicile:** Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration, provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.



Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

**3. Minors:** Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.

**4. Emancipated Minor:** An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support nor claim as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

**5. Students Eighteen Years of Age or Over:** A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia

means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any nonresident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence, in another state.

**6. Change of Residence:** An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his actions. The designated institutional officer in making his determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he customarily does not remain in the state when school is not in session.

**7. Marriage:** The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

**8. Military:** An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed, or established a

domicile in another state. Sworn statements attesting to these conditions may be required. The wife and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

**9. Aliens:** An alien in the United States on a resident visa, or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

**10. Local Appeal Process:** After the Registrar has rendered a decision regarding residency for fee purposes, a student may appeal the decision in not less than ten (10) days nor more than thirty (30) days immediately following the Registrar's decision to the Residency Appeals Committee at Shepherd College. Proceedings of the Residency Appeals Committee shall be taped and available to the President. After a decision is rendered by the Appeals Committee a copy shall be given to the student; a copy shall be prepared for the President; and a third copy shall be placed in the student's folder in the Registrar's Office.

If a student wishes to appeal the Residency Appeals Committee decision, he shall notify the President of his intention in not less than ten (10) days nor more than thirty (30) days after notification from the Residency Appeals Committee. Proceedings of the appeal shall be taped. After a decision is rendered by the President a copy shall be given to the student and a second copy shall be placed in the student's folder in the Registrar's Office.

Any appeal that the student intends to make after notification by the President of the President's decision shall be in accordance with the "Appeal Process" as outlined below.

**11. Board of Regents Appeal Process:** The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents. The appeal will be reviewed by the Board of Regents Committee on Appeals.



SECTION IV

FINANCES

COLLEGE EXPENSES

ENROLLMENT FEES:

	Students Not Living in Dormitories	Students Living in Dormitories
West Virginia Students:		
Tuition	\$ 25.00	\$ 25.00
Registration Fee	50.00	50.00
Athletic Fee	10.00	10.00
Student Activity Fee	14.00	14.00
General Course Fee	5.00	5.00
Student Union Fee	30.00	30.00
Medical Fee	3.75	6.00
	<hr/>	<hr/>
**Total Per Semester	\$137.75	*\$140.00
Non-Resident Students:		
Tuition	\$175.00	\$175.00
Registration Fee	250.00	250.00
Athletic Fee	10.00	10.00
Student Activity Fee	14.00	14.00
General Course Fee	5.00	5.00
Student Union Fee	30.00	30.00
Medical Fee	3.75	6.00
Student Service Fee	75.00	75.00
	<hr/>	<hr/>
**Total Per Semester	\$562.75	*\$565.00

Fees for Part-Time West Virginia Students per Semester not living in dormitories.

1 Semester Hour	..... \$40.38	7 Semester Hours	...\$81.38
2 Semester Hours	..... 47.38	8 Semester Hours	..... 88.38
3 Semester Hours	..... 53.38	9 Semester Hours	..... 92.38
4 Semester Hours	..... 60.38	10 Semester Hours	..... 96.38
5 Semester Hours	..... 67.38	11 Semester Hours	..... 100.38
6 Semester Hours	..... 74.38		

\*Fees for Part-Time West Virginia Students per Semester living in dormitories.

1 Semester Hour	..... \$41.50	7 Semester Hours	.....\$82.50
2 Semester Hours	..... 48.50	8 Semester Hours	..... 89.50
3 Semester Hours	..... 54.50	9 Semester Hours	..... 93.50
4 Semester Hours	..... 61.50	10 Semester Hours	..... 97.50
5 Semester Hours	..... 68.50	11 Semester Hours	..... 101.50
6 Semester Hours	..... 75.50		

\*Does not include room & board charges—see page 32

\*\*Students registering for 12 hours or more

Fees for Part-Time Out-of-State Students per Semester not living in dormitories.

1 Semester Hour	.....\$ 73.63	7 Semester Hours	.....\$327.13
2 Semester Hours	.....115.88	8 Semester Hours	..... 369.38
3 Semester Hours	.....158.13	9 Semester Hours	..... 411.63
4 Semester Hours	.....200.38	10 Semester Hours	..... 453.88
5 Semester Hours	.....242.63	11 Semester Hours	..... 496.13
6 Semester Hours	.....284.88		

\*Fees for Part-Time Out-of-State Students per Semester living in dormitories.

1 Semester Hour	.....\$ 74.75	7 Semester Hours	..... 328.25
2 Semester Hours	..... 117.00	8 Semester Hours	..... 370.50
3 Semester Hours	..... 159.25	9 Semester Hours	..... 412.75
4 Semester Hours	..... 201.50	10 Semester Hours	..... 455.00
5 Semester Hours	..... 243.75	11 Semester Hours	..... 497.25
6 Semester Hours	..... 286.00		

Part-time students pay one-half the regular Student Activity Fee, or \$7.00 per semester; one-half the General Course Fee, or \$2.50; one-half Student Union Fee, or \$15.00; one-half the Athletic Fee, or \$5.00; one-half the Medical Fee, \$3.00 if dormitory students or \$1.88 if commuting students. Tuition, Registration & Student Service Fees are scaled by the semester hour.

**Summer school Fees 1975:**

Summer Fees for West Virginia Students not living in dormitories.

1 Semester Hour	.....	\$ 24.82
2 Semester Hours	.....	31.82
3 Semester Hours	.....	37.82
4 Semester Hours	.....	44.82
5 Semester Hours	.....	66.38
6 Semester Hours	.....	70.38
7 Semester Hours	.....	74.38

Summer Fees for West Virginia Students living in dormitories

1 Semester Hour	.....	\$ 25.38
2 Semester Hours	.....	32.38
3 Semester Hours	.....	38.38
4 Semester Hours	.....	45.38
5 Semester Hours	.....	67.50
6 Semester Hours	.....	71.50
7 Semester Hours	.....	75.50

Summer Fees for Out-of-State Students not living in dormitories.

1 Semester Hour	.....	\$ 58.07
2 Semester Hours	.....	100.32
3 Semester Hours	.....	142.57
4 Semester Hours	.....	182.82
5 Semester Hours	.....	225.63
6 Semester Hours	.....	252.88
7 Semester Hours	.....	280.13

Summer Fees for Out-of-State Students living in dormitories.

1 Semester Hour	.....	\$ 58.63
2 Semester Hours	.....	100.88
3 Semester Hours	.....	143.13
4 Semester Hours	.....	183.38
5 Semester Hours	.....	226.75
6 Semester Hours	.....	254.00
7 Semester Hours	.....	281.25

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College Off-Campus Class Tuition per Semester Hour .....	\$ 11.50
Dormitory and Dining Hall Rates:	
Rooms in Turner Hall, Gardiner Hall, Boteler Hall or Kenamond Hall .....	218.00*
Rooms in Shaw Hall or Thatcher Hall .....	240.00*
Board in Dining Hall .....	370.00*
Dormitory Room Deposits (Please read next paragraph) ..	\$ 25.00

This deposit is required of all dormitory students and will be returned upon authorization of the Dean of Student Affairs. **The deposit is not part of the room rates listed above.**

Dormitory and dining hall rates do not include room and board charges during college recesses.

Other Special Fees:	
Transcript Fee (after first transcript) .....	\$ 1.00
Graduation Fee for Degree .....	12.00
Graduate Record Examination .....	20.00
National Teachers Examination Fee .....	19.00
Special Examination for course credit .....	3.00
Parking Fee .....	3.00
Bad Check Handling Fee .....	5.00
Late Registration Fee .....	10.00
Freshman Orientation Fee .....	5.00

\*Add 3% West Virginia Sales Tax (Subject to change)

## PAYMENTS

All tuition, fees, room and board charges (plus 3% West Virginia Sales Tax where applicable) must be paid in full at the time of registration.

The cashier accepts cash, postal money orders, or approved personal checks written for the exact amount of the obligations. All checks must be payable to Shepherd College. The student's registration may be canceled when payment is made by a check which is dishonored by the bank.

A handling fee of \$5.00 may be collected for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank.

If the check returned by the bank was in payment of tuition and registration fees the business office may declare the fees unpaid and registration canceled. The return of the check unpaid constitutes late registration and the applicable late registration fee shall be levied. In such case the student may be reinstated upon redemption of the unpaid check, payment of the \$5.00 handling charge and payment of the applicable late fee not to exceed \$10.00.

All fees and expenses are subject to change without prior notice.

Auditing a college course—same fee as the part-time course fee charged enrollees taking each respective course for credit.

The regulations of the West Virginia Board of Regents provide that no financial credit of any type shall be extended to any in-



dividual either student or other, at any state college or institution. All colleges and institutions shall operate on a strictly cash basis with all payments and obligations being collected in advance.

Student charges are payable at the time of enrollment for each semester. The college will withhold the student's grades, transcripts of credit, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the college.

Students absent from the campus seven or more days in succession because of illness or other excusable reason will not be charged for meals, but no deduction will be made for room rental during the absence.

Student employees of the college will also be required to make payments according to the schedule set up for other students. Each student employee will receive monthly payments by the State of West Virginia for work performed during the previous month.

Students in debt to the college for a previous semester or term will not be permitted to enroll until all obligations have been paid.

The college generally does not rent private rooms; however, an exception can be made with approval of Dean of Student Affairs. The cost will be substantially higher.

### REFUNDS

#### Refund Policy on Tuition and Fees

First Summer Term—1974	
June 10-15, 1974 .....	90%
June 17-22, 1974 .....	70%
June 24-29, 1974 .....	50%
July 1, 1974 .....	No Refund
Second Summer Term—1974	
July 10-16, 1974 .....	90%
July 17-23, 1974 .....	70%
July 24-30, 1974 .....	50%
July 31, 1974 .....	No Refund
First Semester 1974-75	
August 19-31, 1974 .....	90%
September 2-14, 1974 .....	70%
September 16-28, 1974 .....	50%
September 30, 1974 .....	No Refund
Second Semester 1974-75	
January 7-20, 1975 .....	90%
January 21, 1975 - February 3, 1975 .....	70%
February 4-17, 1975 .....	50%
February 18, 1975 .....	No Refund

Refund dates for the 1975 summer session will appear in the next catalog.

Board payments will be refunded beginning the next full week following the date of withdrawal from the college. No room rent will be refunded when a student withdraws from college.

All refunds must be approved by Dean of Student Affairs.

SECTION V

# STUDENT PERSONNEL SERVICES

George Auxt, Associate Professor of Student Personnel and Dean of Student Affairs. B. A., Gettysburg College, 1951; M. A., Teachers' College, Columbia University, 1960. (1969)

Harry C. Young, Jr., Assistant Professor of Student Personnel and Director of Student Development. B. S., Ohio State University, 1960; M. A., Marshall University, 1968. (1969)

Dorothy J. Pike, Assistant Professor of Student Personnel and Associate Dean of Student Affairs. B. S., Shippensburg State College, 1941; M.Ed., University of Maryland, 1963; M.Ed., Shippensburg State College, 1966. (1966)

John E. Adams, Assistant Dean of Student Affairs. B. A., Shepherd College, 1971. (1971)

Clinton Davis, Assistant Professor of Student Personnel and Director of Shepherd College Student Center. B. A., 1962; M. A., 1968, Marshall University. (1973)

Edmond R. Urquhart, Instructor of Student Personnel and Assistant Director of Shepherd College Student Center. E. E., Cornell University, 1939; M. B. A., University of Chicago, 1960. (1972)

Haydon Rudolf, Instructor of Student Personnel and Director of Financial Aid. B. A., Wittenberg University, 1965; M. Ed., University of Cincinnati, 1966. (1973)

William Wanger, Jr., M. D., Director of Health Services and Consulting Physician.

Harvey Reisenweber, M. D., Consulting Physician.

Margaret Hammond, R. N., Head Nurse.

Patricia Foley, Coordinator of Health Programs and Services. B. S., Alderson-Broadus College, 1971. (1973)

Mary Louise Wright, R. N., Night Nurse.

Patricia Miller, R. N., Part-time Nurse.

Kenneth D. Glass, Assistant Professor of Student Personnel, Counselor and Coordinator of Placement. B. S., Auburn University, 1956; M. A., University of Alabama, 1966; Ed. D. University of Tennessee, 1970. (1974)

Branson B. Brown, Instructor of Student Personnel, Coordinator of Housing and Assistant Coach. B. S. and M. S. Kansas State College, 1973. (1974).

Larry Slade, Resident Staff Member and Assistant Coach. B. S., Shepherd College, 1973. (1973)

Karen Thorpe, Instructor of Student Personnel and Counselor. A. B., Marshall University, 1971; M.A., Marshall University, 1973. (1973)

Sandra Staniar, Instructor of Student Personnel and Coordinator, Special Services Program. B. A., Dickinson College, 1969; M. S., Shippensburg State College, 1972. (1973)

Billie D. Frame, Instructor of Student Personnel and Reading and Study Skills Specialist. B. A., Shepherd College, 1968; M. A., West Virginia University, 1971. (1973)

Philip Hamilton, Senior Security Officer.

Leonard Kenny, Security Officer.

Grayson Wigfield, Security Officer.

Henry Kowalewski, Dining Hall Manager (Contract).

Stella Chandler, Assistant Dining Hall Manager (Contract).

## SERVICES

The Dean of Student Affairs is charged with the responsibility for coordination and general guidance of student life outside the classroom.

Student Personnel Services are concerned with the welfare of all students, and should not be associated only with "those who have problems." Where special difficulties do exist, however, the Dean enlists all resources of the college to assist individuals or groups to identify and solve their problems.

Those in personnel services are professionally committed to a point of view which respects the dignity, intelligence, and confidence of individuals. It is their aim to encourage students to initiate contacts with the Deans whenever such association would be helpful. They serve as liaison officials between students and faculty by interpreting student needs to the faculty and assisting students to make the best use of faculty resources.



## **SOCIAL POLICY**

The staff at Shepherd College assumes that students enroll with a sincere desire to become better educated individuals and to prepare themselves for useful, productive lives.

The aim of the college is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness, and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

All students are expected to observe standards of good taste at all times. All students are expected to be familiar with and be governed by the regulations found in the Student Handbook which has the inherent authority of the Catalog and the College.

## **FINANCIAL AID**

Shepherd College has established various types of financial aid to assist the student in obtaining a higher education. These include scholarships, loans, grants-in-aid, and part-time employment. Selection for financial aid will be made on the following basis: (1) Scholarship, (2) Character, (3) Need and (4) Qualities of leadership, personality, and service.

For further information and application blanks write: **Financial Aid Office**, Shepherd College, Shepherdstown, W. Va. 25443.

## **SCHOLARSHIPS**

Numerous scholarships available to qualified students, based on academic record and need. These include Shepherd College Scholarships, West Virginia Board of Regents Speech and Essay Scholarships, Organization and Alumni Scholarships and numerous others given in honor of individual persons.

## **NATIONAL DIRECT STUDENT LOANS**

This fund was established by the Federal Government in an agreement with Shepherd College. In the selection of students for loans, special consideration shall be given to academic superiority and need.

1. The amount of the loan will be based on the actual need for basic expenses—tuition, room and board, fees, books, etc.—up to a maximum of \$1,000 per year.

2. A National Direct Student Loan bears simple interest upon the unpaid balance at the rate of 3 percent per year. Interest does

not commence until nine months from the date when the borrower ceases to be a full-time student at an institution of higher education.

3. Promissory notes for minors will be co-signed by parents or guardians.

4. Applications for prospective students should be made well in advance of registration.

### **SHEPHERD COLLEGE FOUNDATION MEMORIAL FUNDS**

The Financial Aid Office administers a number of memorial funds. These are monies which have been contributed to the Shepherd College Foundation by alumni and friends. The purpose of these funds is to assist students who are in financial need. Contributors include:

Dr. I. O. Ash, Hazel Barnes, Ira Combs, Anna Hill Egle, Attorney George B. Folk, Mabel H. Gardiner, Warren B. Horner, John W. Headlee, Edith Ikenberry, P. H. and H. D. Lowry, Paxton Marshall, Lt. Gilbert Perry, Jr., Dr. Curtis G. Power, Darrell Reeder, Arthur Slonaker, Dr. William Speg, Harry J. Stuckey, Dr. Edward Thomas, Dr. W. H. S. White, Lorraine Wilt, A. D. Kenamond. Applicants should inquire at the Financial Aid office regarding eligibility for use of these funds.

### **GUARANTEED STUDENT LOAN PROGRAM**

Apply to your local bank or contact Financial Aid Officer for information.

### **PART-TIME EMPLOYMENT**

The College provides a variety of opportunities for student employment. The Financial Aid Officer is in charge of student employment. It is his responsibility to establish student eligibility for work study, to maintain a list of students interested in employment and to maintain a list of staff members needing part-time student help.

### **LIVING ACCOMMODATIONS**

At Shepherd College, the residence halls are considered an integral part of the educational program with the hope that they will provide opportunities both directly and indirectly for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age or whether or not emancipated, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions will be made with the following order of priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) in cases of older students, as, for example, returning military veterans and

previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out for the benefit of all residents, providing them with opportunities to learn to live happily and comfortably within groups. Part of the learning experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students consent to an agreement with Shepherd College that they will obey the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Students supply linens (a rental plan is available), pillows, blankets, spreads, rugs and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws, but in unusual circumstances the college will keep personal property for two weeks. Any property left two weeks after a student has withdrawn will be discarded.

## **DINING HALL**

To provide for the eating pleasure and nutritional needs of students, the College operates a well equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Circle between Kenamond and Turner Halls. Off campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

## **ORIENTATION TO COLLEGE**

You've heard many people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a summer orientation program. During this one day visit to campus, new students have an opportunity to meet with faculty advisors, counselors, members of the Student Affairs staff and other administrators. Students are given an introduction to the academic program. They plan a tentative schedule for the fall semester. Students are also given an opportunity to participate in discussion groups covering various phases of the



academic program, campus services, and extra-curricular activities. Since these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates are announced to newly admitted students early in the spring.

## **COUNSELING AND ADVISEMENT**

The College Counseling Program is co-ordinated by the Dean of Student Affairs. Students are assisted with questions and problems by faculty members, residence hall staff members, personnel deans, College administrators, and the Co-ordinator of Counseling. One of the advantages of attending a small college is that of being able to seek help from any member of the campus community—from the President or the Dean to your roommate. Shepherd students with questions or problems are encouraged to seek the assistance of a colleague, faculty, staff or student. Students who need the assistance of a professional counselor are encouraged to visit the Counseling Center and schedule an appointment with a counselor.

The college also provides each student with a faculty advisor with whom he or she may feel free to discuss academic, educational, vocational, and personal problems. These advisors are available for arranging courses of study. Their approval of the student's class schedule is necessary before registration can be completed. Advisors are usually members of the department in which the student is majoring and may be of special service in aiding the student in his academic program.

## **STUDENT ACTIVITIES**

Student activities along with a description of the opportunities and conditions of eligibility to participate in them are found in the **Student Handbook**.

## **IDENTIFICATION CARDS**

All students are furnished with an identification card during the orientation period. This card is used for admission to athletic and other college events. Students are required to carry this card at all times and show it to college officials when requested to do so. Lost cards may be replaced by paying a \$2.00 replacement fee. Identification cards are the property of Shepherd College and are loaned to students for their use while attending Shepherd. They are to be surrendered to the Dean of Student Affairs upon withdrawal, transfer, or graduation.

## **RELIGIOUS LIFE**

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Students and faculty are en-

couraged to be active in the work of the church of their choice. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed and Roman Catholic.

Various religious groups sponsor recognized campus organizations which offer many services and opportunities for fellowship. Several of these groups have joined together in an Interfaith Council which is active throughout the campus life and activities. Opportunities for religious counseling are provided by the members of the Campus Ministers Association. Outstanding leaders in the field of religion speak at student convocations.

## CREATIVE ARTS AND LECTURE SERIES

Shepherd College and the community of Shepherdstown cooperatively provide a full range of creative arts and lecture-forum programs. In addition to these events, the college provides programs of particular interest to the student. Internationally known performers in the arts, leading scholars, and prominent specialists are brought to the campus each year.

The students and faculty also contribute to the creative arts programs of the campus in numerous ways. Student-faculty art exhibits, recitals, concerts, and plays are all an important part of campus life at Shepherd College.

At the college assemblies there are special entertainment numbers, visiting speakers, and programs prepared by student groups.

## HEALTH SERVICES

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for the examination, diagnosis, and treatment of minor medical conditions. In addition to an infirmary with accommodations for 8 bed patients, it has a waiting area, an office, and a treatment room. The Student Health Center staff consists of two registered nurses and an affiliated physician. One nurse is on duty at all times.

All new students, including transfers, must submit a Student Health Record as a **requirement for admission**. The Director of Admissions will provide the form to be used.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the Kings Daughters or City Hospitals of nearby Martinsburg, or parents may be requested to take the student home to their family physician.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

Special psychological and psychiatric services are available to students through the West Virginia Department of Mental Health Guidance Clinic for Children and Adults, Martinsburg, West Virginia.

All students are urged to carry health and accident insurance. Prior to the beginning of each academic year, check to see if you are covered by a family plan. For those who have no other health and accident insurance, the College makes a plan available to students. Such insurance is of vital interest to resident students. Inquiries regarding health insurance may be directed to the Health Center or the Student Affairs Office.

## **MOTOR VEHICLE REGISTRATION**

Students who are eligible to have and operate motor vehicles must register all motor vehicles operated or parked on the college campus. The fee does not guarantee a parking space and it is the responsibility of the operator of a vehicle to find a legal parking space on or off campus. The following residence hall students are not permitted to operate motor vehicles while under the jurisdiction of the college: freshmen, sophomores on academic probation, and students on social probation.

## **PLACEMENT BUREAU**

The College has a placement service for non-teaching field graduating seniors and former graduates of the college. Prospective graduates are asked to register with the Placement Office two semesters prior to graduation. To register a student will complete a job resume, personal data sheet, grade sheet and have recommendations submitted. This information will be used in interviews scheduled on campus with representatives of government, business and industry. Also, this information will be duplicated and used in correspondence with possible employers. No fee is charged for this service.

Every effort is made to assist students in finding positions for which they are qualified, and to secure advancement for former students.

The Placement Office assists students who are interested in part-time jobs by keeping a listing of part-time jobs available in the area.

## **ATHLETICS**

**Intramural Sports**—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year.

**Intercollegiate Athletics**—Shepherd College sponsors athletic teams in football, cross country, basketball, baseball, swimming,



track, golf, and tennis. They compete with member colleges of West Virginia Intercollegiate Athletic Conference in the tri-state area.

**Women's Recreation Association**—The WRA offers a variety of intramural activities to every women student at Shepherd College; promotes interest, participation, and service in WRA events; and encourages sportsmanlike conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

## **A STATEMENT OF ATHLETIC POLICY OF SHEPHERD COLLEGE**

### **GENERAL STATEMENT**

We believe that athletes should be treated as all other students in reference to admissions, scholarships, program of study, part-time employment, eligibility and participation in activities representing Shepherd College.

### **PURPOSES OF SHEPHERD COLLEGE'S ATHLETIC PROGRAM**

1. To provide friendly competition and cooperation with other colleges and universities.
2. To develop the physical, mental, emotional, social, and moral well-being of each participant.
3. To stimulate participants to a high calibre of citizenship.
4. To furnish vicarious recreative value of college students, faculty, and community.
5. To provide practical experiences for careers in coaching and teaching sports.

In order that the college may continue to carry on intercollegiate athletic programs pursuant to policies recommended by the North Central Association of Colleges and Secondary Schools, the following minimum standards have been specifically approved by the college:

1. The control and primary responsibility for the conduct of the intercollegiate athletic program is exercised by the President upon the recommendation of the Athletic Committee, which is composed of representatives of the faculty and the student body.
2. The members of the coaching staff are regularly constituted members of the faculty and have the same professional status and tenure as other faculty members. The method of appointment, salary, and qualifications for membership on the faculty are similar to those of other faculty members.

3. Athletes are required to maintain the same academic standards as non-athletes.
4. The award of any student aid, student loan, or student employment to an athlete is made through the regular agency of the college for granting of aid to all students. Such aids are awarded on a basis which will not discriminate for or against presumed or recognized athletes. An athlete is required in employment to give full and honest return for pay received.
5. All athletic funds are handled by the Business Manager of the college. An audit of the receipts and disbursements of these funds is made annually by the auditors of the West Virginia Tax Commissioner and a report thereof made to the President and to the West Virginia Board of Regents.
6. The practice of bringing prospective athletes to the campus for athletic try-outs or paying their expenses for the campus visitation is not permitted.
7. An effort is made to compete with colleges having similar educational and athletic policies.
8. Shepherd College is a member of the West Virginia Intercollegiate Athletic Conference. The same eligibility rules apply to all contests with teams not in these Conferences.



## SECTION VI

ACADEMIC  
PROGRAMACADEMIC DIVISIONS, EXPLANATION OF  
COLLEGE COURSE NUMBERS AND TERMS

The academic program of the college is organized on a divisional basis, each of the seven divisions having a chairman. These chairmen, along with additional representatives, compose the Academic Committee, which serves as an advisory group to the Academic Dean. The course areas under each division and numbers assigned follow:

**Div.****No. DIVISION AND COURSE AREA**

## Division of Business Administration

- 11 Business Administration courses
- 12 Economics courses
- 13 Business Education courses

## Division of Education

- 21 Education courses
- 22 Psychology courses
- 23 New Careers courses
- 24 Education for the Deaf and Blind courses
- 25 Home Economics courses
- 26 Hotel, Motel and Restaurant Management courses

## Division of Creative Arts

- 31 Art courses
- 32 Music courses

## Division of Health and Physical Education

- 41 Health and Physical Education courses

## Division of Languages and Literature

- 60 Composition courses
- 61 Literature courses
- 62 Journalism courses
- 63 Library Science courses
- 64 French courses
- 65 German courses
- 68 Religion courses
- 69 Speech, Drama and Broadcasting courses

## Division of Social Sciences

- 71 History courses
- 72 Political Science courses
- 73 Sociology courses
- 74 Geography courses
- 75 Social Welfare courses
- 76 Philosophy courses
- 79 Park Administration courses



**Division of Science and Mathematics**

- 81 Biology courses
- 82 Chemistry courses
- 83 Physics courses
- 84 General Science courses
- 85 Mathematics courses
- 86 Nursing Education courses
- 87 Medical Technology courses

**Numbering of Courses**—Courses 100 to 199 are normally for first-year students; courses 200 to 299 are for second-year students; courses 300 to 399 are for third-year students; courses 400 to 499 are for fourth-year students.

All courses numbered 299 and below are lower-division courses, and courses numbered 300 or above are designated as upper-division courses. First-year students are not usually admitted to courses numbered 300 or above.

## **SCHEDULE OF CLASSES**

A complete schedule of classes offered each semester showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Each course for which no semester or year is indicated will be offered when the Academic Dean, in cooperation with the division chairman and the instructor, determines the need and recommends that it be given. Shepherd College reserves the right to make changes in a student's schedule for class balancing and other administrative purposes.

## **CLASSIFICATION OF STUDENTS**

Classification of students is made on the following basis: first year, 24 semester hours or less; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

## **ACADEMIC LOAD**

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours constitutes a minimum full-time load for a student in a semester. The normal load is sixteen hours, thus making 128 hours in eight semesters (four years). One hundred twenty-eight hours are required for a degree. Thirty-two semester hours each year will usually prove sufficient for the average student. The first semester's work should generally not exceed seventeen hours and the work of any subsequent semester may be limited to seventeen hours unless preceding work has reached a quality point average of 2.50. Students who have an average of 3.5 through 4.0 on the preceding semester's work may carry nineteen

semester hours. Exceptions to these rules may be made only on petition to the chairman of the division in which the student is enrolled as a major.

The normal summer load is six semester hours of credit for each term with a total of twelve semester hours for the summer sessions. Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours. Exceptions can be made on petition to the respective division chairman.

## **WITHDRAWAL AND CHANGE OF CLASS SCHEDULE**

Students desiring any change in assignment or permission to withdraw or add any course should consult the Registrar. The withdrawal procedure is incomplete until all necessary signatures have been secured. This must be done during the specified time shown in the current academic year calendar.

A student may withdraw from any class with a grade of "W" (without affecting his grade point average) at any time during the semester up to 4:00 p.m. on the seventh calendar day before the commencement of final examinations. During the summer sessions, withdrawals will be permitted at any time prior to 4:00 p.m. on the second calendar day before the last day of classes of each term.

Withdrawals from the college should be processed through the Registrar's Office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office. (See Marking System below for additional information on withdrawals.)

## **MARKING SCHEDULE**

A—Superior; B—Good; C—Average; D—Below Average, lowest passing grade; F—Failure; I—Incomplete; W—Withdraw; P—Pass; IF—Failure due to irregular withdrawal from college or from a single class.

Grade changes must be made prior to the first day of registration for a regular semester or a summer term or such change will not be effected during the first three weeks of a semester or the first week of a summer term.

## **GRADE REPORTS**

Mid-semester reports are satisfactory, unsatisfactory or failure and are sent to faculty advisors whom students may consult to

learn the results. Final grades follow the normal grading system and are mailed to the parents of dependent students and directly to all other students.

## **INCOMPLETE GRADES**

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons and who have qualitatively satisfactory work to date. When the work missed is satisfactorily completed, the final grade may be any of five passing marks.

Incomplete grades issued during the Fall semester shall be made up before the last week of the following Spring semester. Incomplete grades issued during the Spring semester shall be made up before the last week of the following Fall semester. Incomplete grades issued during either Summer term shall be made up before the last week of the following Fall semester. If the incomplete is not made up according to this schedule, it will automatically become an "F". In either event the grades will be re-averaged at the close of the semester when the grade was to have been made up. All incomplete grades must be accompanied by a form provided by the Registrar's Office at the request of the instructor concerned. (Students under catalogs prior to 1972-73 will have one year in which to make up the Incomplete.)

## **PASS-FAIL**

Students may choose to take elective courses on a pass or fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for an individual's degree. Thus, electives allowed within the major field of concentration would be excluded from P/F. In the event of change in major fields, the course previously taken for P/F applicable to the new major field shall be substituted by approved courses. Required General Education courses shall also be excluded from construction as electives. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the P/F shall be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for P/F courses with the exception of those currently on academic probation.
4. Students shall be limited to 24 hours of P/F, with not more than one course to a maximum of 4 credit hours being taken in any one session.



5. Students shall declare in the Registrar's office for P/F by the end of the week following Add/Drop. This decision shall be final.

## FINAL EXAMINATIONS

The final examination schedule for the regular academic year is prepared by the Academic Dean and appears in the Master Class Schedule printed before the beginning of the first and second semester of the current academic year.

Last-semester seniors (graduating at the end of either the Fall or Spring semester) with a quality-point rating of 3.0 or better in a given course (this recommendation not to include General Education courses) may be excused from the final examination at the option of the professor. Such students may elect to take the final examination which will then count in the determination of the final grade. This policy does not apply to courses taken during summer sessions.

## QUALITY POINTS

The quality-point average is computed on all work for which the student has registered, except for the courses with grades of W or P, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	IF
4	3	2	1	0	0

## REPEATING COURSES

If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour, and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record. A course in which a grade of "C" or better is received may not be repeated.

## PROBATION POLICY

At the end of each grading period each student's cumulative grade point average will be determined. The calculation is determined by dividing the number of earned quality points by the number of attempted hours.

Rule A. When a student's cumulative grade point average falls below 1.600 on a total of sixty (60) or less hours attempted, the student will be placed on academic probation.

Rule B. When a student's cumulative grade point average falls below 1.900 on a total of sixty-one (61) or more hours attempted, the student will be placed on academic probation.

In the computation of the cumulative grade point average a grade of "I" will not be included as hours attempted. When the grade of "I" is replaced by a passing or failing grade, an appropriate entry will be made in the student's cumulative grade point average by the Office of the Registrar.

The student placed on probation for the fall semester of an academic year must achieve a 2.0 average on his combined fall and spring semester grades; the student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined fall and spring semesters is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student suspended under this regulation does not have the option of attending summer school. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student placed on probation for the spring semester of an academic year must achieve a 2.0 average for that semester or attend summer school at Shepherd College for both summer terms and complete a minimum of 11 hours of subjects approved by his advisor and achieve a 2.0 average on the hours attempted during the summer session and the spring semester. The student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined spring semester and both summer terms (if applicable) is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student who has been suspended from the College for the first time may reapply for admission after one semester by completing an Application for Readmission. The student who has been suspended from the College for the second time may reapply for admission after one academic year if he is ten or less quality points deficient by completing an Application for Readmission and writing the chairman of the Admissions and Credits Committee. If the student is more than ten quality points deficient, he may reapply for admission after two academic years by completing an Application for Readmission and writing the Chairman of the Admissions and

Credits Committee. The Admissions and Credits Committee will review his application and render a decision in writing to the applicant.

The student on probation who carries less than twelve semester hours or withdraws from the College after the first five (5) weeks of the semester will not be permitted to enroll in the college for the next regular semester. Any student who fails 50% or more of work attempted in any semester is subject to dismissal at the end of that semester. Any appeals to the above regulations may be made to the Admissions and Credits Committee.

### **ELIGIBILITY FOR DEAN'S LIST**

To be so honored, a student must carry at least 15 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

### **SELECTING A MINOR OR SECOND TEACHING FIELD**

A student should be aware of the value and necessity of choosing a minor or a second teaching field early in his college career. Delaying this decision beyond the sophomore year may mean that the student will not be able to complete his degree program in four years.

### **ACADEMIC DISHONESTY**

Cheating in all its forms, in all its forms, including plagiarism, and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. It is obvious that all instances of academic dishonesty cannot be prevented or penalized, but those which are detected will be dealt with severely.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of "F" in that course. Such action shall be taken by the instructor, with written notification to the division chairman and the Academic Dean. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own cheating in a course.

PLAGIARISM is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be given to you in your required English courses, and comments also may be made by instructors in other courses for which you write papers. Plagiarism of words is the most serious offense. Direct quotations always must be indicated, for to present someone else's words as if you had thought them up is open dishonesty. Nor does the altering of a word



here and there, any more than the defacing of a serial number on an engine, alter the theft. Plagiarism of ideas, for students who must depend upon the ideas of others while developing their own, is a more difficult offense to define. A good rule is never to borrow an idea which is important to your paper, particularly if you found it in print, without "paying for it" with an acknowledging footnote. Do not borrow notes from a book without indicating their sources, for this is to claim the reading of books you have never seen. Plagiarism will be penalized by instructors according to the degree of dishonesty they judge is involved.

## **ATTENDANCE POLICY**

The attendance policy appears in the Student Handbook available to all students when entering Shepherd College.

## **INDEPENDENT STUDY PROGRAM**

To encourage independent reading and a spirit of research, the faculty will admit, upon recommendation of academic advisors, properly qualified students as candidates for Independent Study.

College credit (determined at registration for course) of one to three semester hours will be allowed for independent programs on the recommendation of the study director with the approval of the division chairman. Credit gained in Independent Study may not be substituted for required course work.

To receive credit for Independent Study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his study director to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit to the division chairman with the approval of his study director not later than one week before the end of the semester the original and two carbon copies of an acceptable research paper embodying the findings of his study.
3. At the discretion of the Department or Division, pass an oral examination on the subject of the research paper before an examining committee consisting of a minimum of the study director, the division chairman, the academic dean, and another faculty member selected by the student, with the study director acting as chairman. (When the division chairman and the study director are the same person, another representative from the division will be named by the division chairman.)

To be admitted to candidacy, a student must satisfy the following conditions:

1. Have an overall average of 3.00 in not less than 80 semester hours attempted.
2. Have an average of 3.00 in his major field or teaching field.
3. Submit, through his advisor and study director to the chairman of the division concerned, a research proposal together with an abstract of the proposal.
4. Have application approved by the chairman of the division.

It is suggested that Independent Study may be particularly desirable to some students as a summer project.

## **PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY**

**For all B.S. and B.A. Degrees**

	Required Hours
Humanities .....	19
Written English 101 and 102 .....	6
Fundamentals of Speech 202 .....	3
Survey of English Literature 203 .....	3
Survey of American Literature 204 .....	3
Introduction to Visual Arts 103 .....	2
Music Appreciation 111 .....	2
*Foreign Language .....	
Science and Mathematics .....	11
Life Science or Physical Science .....	8
General Biological Science 101-102/or Plants as Organisms 208 and Animals as Organisms 209/or General Physical Science 103-104/or General Chemistry 107-108/or Elementary Chemistry 103-104/or General Physics 211-212	
Mathematics .....	3
Introduction to Mathematics 215	
Social Studies .....	15
History 101 and 102; Contemporary Civilization and It World Background with emphasis upon the Develop- ment of Western Culture .....	6
Sociology 203, Economics 205, and Government 101	9
Orientation in Physical Education .....	2
Total .....	<u>47</u>

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

\*Foreign language is required for the non-teaching Bachelor of Arts degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and only six (6) semester hours in a language is required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement tests to determine standing.

Two years of German or French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be substituted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

SEMESTER HOUR REQUIREMENTS FOR  
MAJOR AND MINOR AREAS OF SPECIALIZATION

	Major		Minor
	BA	BS	
Art .....			23
Biology .....		30	26
Business Administration .....		45	33
Chemistry .....		33	24
Data Processing .....			24
Economics .....		33	27
English .....	30		27
French .....			24
History .....	30		24
Home Economics .....		43	24
Hotel, Motel and Restaurant Management .....		69	
Journalism .....			21
Library Science .....			27
Mass Communication .....			24
Mathematics .....		33	23
Medical Technology .....		37	
Music .....			27
Nursing .....			34
Park Administration .....		63	
Political Science .....		30	24
Psychology .....			24
Recreation .....		67	
Secretarial Administration .....			25
Social Welfare .....		66	
Sociology .....		36	24
Speech and Drama .....			24



PROFESSIONAL EDUCATION FOR THE BACHELOR OF ARTS  
IN SECONDARY EDUCATION AND BACHELOR OF ARTS  
IN ELEMENTARY EDUCATION DEGREES

	A. B. in Secondary Education (Professional Secondary Certificate) Hrs.	A. B. in Elementary Education (Professional Elementary School Certificate) Hrs.
ENGLISH		
Written English .....	6	6
Fundamentals of Speech .....	3	3
Survey of English Literature .....	3	3
Survey of American Literature .....	3	3
Backgrounds of Literature .....		3
	<hr/>	<hr/>
Minimum hours required .....	15	18
SOCIAL STUDIES		
History of Civilization .....	6	6
General Sociology .....	3	3
Principles of Economics .....	3	3
American Federal Government .....	3	3
West Virginia History .....		3
Principles of World Geography .....		3
American History .....		6
	<hr/>	<hr/>
Minimum hours required .....	15	27
SCIENCE AND MATHEMATICS		
General Biological Science .....	8 or	8
General Physical Science .....	8	8
Introduction to Mathematics .....	3	3
Mathematics for Elementary Teachers .....		3
	<hr/>	<hr/>
Minimum hours required .....	11	22
MUSIC		
Music Appreciation .....	2	2
Music as an Art and Science .....		2
Music Materials and Procedures .....		3
	<hr/>	<hr/>
	2	7
ART		
Introduction to the Visual Arts .....	2	2
Art in Elementary Education .....		2
Arts and Crafts in the Elementary School .....		2
	<hr/>	<hr/>
Minimum hours required .....	2	6

**PHYSICAL WELL-BEING**

Orientation in Physical Education .....	2	2
Methods & Materials in Health Ed. ....		3
Games or Leadership in Physical Education .....		1
Rhythms .....		1
Personal and Community Hygiene .....		3
	<hr/>	<hr/>
Minimum hours required .....	2	10

**PROFESSIONAL EDUCATION**

Human Development .....	6	6
Foundations of American Education .....	3	3
Principles and Practices of Secondary Education — Grades 7-12 .....	4	
Integrated Methods — Grades 1-6 .....		6
Special Methods .....	3	
Directed Teaching — Grades 7-12 .....	6	
Directed Teaching — Grades 1-9 .....		6
The Teaching of Reading .....		3
	<hr/>	<hr/>
Minimum hours required .....	22	24

The above listing of courses includes all requirements of both general and professional education. To these requirements the student will add the courses of his teaching field(s) and electives to make a minimum of 128 semester hours. (Students in teacher education programs must present at least 100 hours of courses other than professional education courses to be certified in West Virginia. The Early Childhood Program is an exception to this rule.)

Requirements for a minor concentration have been met for social studies in fulfilling the requirements in general studies and the diversified concentration. Additional hours required for a minor concentration in other fields are as follows:

Language Arts .....	6 hours
Science .....	15
Music (voice or instrumental) .....	27
Art .....	20
Physical Education .....	14
Home Economics .....	24
Library Science .....	21
French .....	24
Speech .....	18
Mathematics .....	9
Early Childhood Education .....	15

**GENERAL REQUIREMENTS FOR GRADUATION**

**Degrees Conferred:** The Bachelor of Science degree is conferred upon graduates majoring in biology; business administration; chemistry; economics; home economics; hotel, motel, and restaurant management; mathematics; medical technology; park administration; political science; recreation; sociology; and social welfare education. The Bachelor of Arts degree is conferred upon majors in English and history. Bachelor of Arts degrees are Bachelor of Arts, Bachelor of

Arts in Elementary Education and Bachelor of Arts in Secondary Education. Both major and minor fields, with a "C" average, are required for non-teaching degrees. Requirements for two year Associate of Science degrees are listed under the Division of Business Administration.

No student will be awarded two degrees simultaneously. In order to be awarded a second degree, a student will need to take at least 30 hours of additional credit. For the second degree he will follow the catalog most recently issued. Meeting requirements for a teaching certificate for Liberal Arts graduates would not involve conferring an additional degree.

**Semester hours required:** For graduation, a minimum of 128 semester hours with 256 quality points is necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level. This requirement is waived for majors in elementary education entering in September 1965 and thereafter.

**Electives:** Elective courses in the major, minor or teaching field must be approved by the advisor.

**Residence:** At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Students who are candidates for the nonteaching degree must have a minimum of twelve hours of residence work in their majors. Candidates for the teaching degrees must have a minimum of eight hours of residence credit in their first teaching field and a minimum of six hours credit in their second field prior to admission to the professional block.

The final six hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. **A \$12.00 Graduation Fee and Application for Graduation is required and due according to the dates established in the current calendar.** The Application is available in the Office of the Registrar and an appointment is made with the Registrar or Assistant Registrar at that time to check the candidate's eligibility for graduation. Seniors on campus are asked to make Application for Graduation at the beginning of the first semester of their senior year in order to make a careful check of their eligibility.

**Work completed at another institution:** All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

Additional requirements:

1. All candidates for degrees must be of good moral character and must have maintained a good citizenship record.
2. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees unless excused by the President.



Formal graduation exercises are held once a year at the close of the second semester.

3. All obligations to the college must be paid before commencement.

4. Circumstances may exist where the major professor may have reason to believe that a student should take additional courses in order to be recommended for graduation. This requirement must be met by the student in the event that the majority of the members of the Division and the Academic Dean so decide. This decision must be made prior to the beginning of the student's final semester.

5. Candidates in Teacher Education must have NTE scores on record for both the commons and the teaching area. Nonteaching graduates must have a GRE score on record. NOTE: Candidates have the opportunity to register with the College Placement Bureau and file a suitable photograph without charge for the service.

**It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them.** A frequent check on requirements as listed in the college catalog, and frequent conferences with an advisor are desirable to make sure that the student is making regular progress. It is well to get required courses completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered; however, he is not permitted to split catalogs.

**Quality-Point Requirement:** For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grade of W and WP. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June 1956 will be computed in accordance with the regulations in force at the time the work was taken. A quality point deficit acquired at Shepherd cannot be made up at another institution. (See Division of Education for new quality-point requirements in teacher education.)

**Graduation with Honors:** Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.74 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

**McMurrin Scholar:** In 1961 the faculty created the award of McMurrin Scholar, which is the highest honor awarded at Shepherd College.

To be eligible for the Joseph McMurren Scholar nomination, students must have amassed a minimum of 64 semester hours, have a 3.5 quality point average, have been nominated by his major department and have been elected by the unanimous, save one, vote of their instructors.

The elected Scholars are appropriately recognized at a college convocation and at the Commencement exercises. Joseph McMurren Scholars elected during the 1973-74 Academic Year are:

Cynthia G. Boyd	Nelson C. Parker
Timothy E. Calkins	Carole A. Russler
Donna M. Edsall	Allaine M. Sherrard
Doris A. Fiddler	Mary Snodgrass
Jeannette A. Hane	Diana Sue Souder
John F. Keller	Mildred Tincher
Sandra J. Lamp	Laura L. Vaughan
Karen L. Mayer	Judy A. Walters
Darlene P. Yurish	

## **SPECIAL EXAMINATION FOR COURSE CREDIT**

Application must be made to the Academic Dean for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College as a full-time student and be recommended by the chairman of the division and the instructor concerned. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of \$3.00 for each special examination, and must be regularly enrolled at the time of taking the examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. Upon successful completion, the student will receive the hours credit for the course with no letter grade designated. This will not affect the quality-point average of the student.

## Pre-Professional Studies

The following programs have been coordinated with the Registrar and Dean of West Virginia University: pre-pharmacy, pre-dental, pre-medical, pre-veterinary, pre-medical technicians and courses basic to engineering and to agriculture.

Shepherd College offers pre-professional and vocational preparation and each year graduates of the college enter the leading universities and professional schools of the country.

### PRE-PHARMACY

First Year			
First Semester		Second Semester	
Written English 101 .....	3 hrs.	Written English 102 .....	3 hrs.
Biology 101 or 208 .....	4 hrs.	Biology 102 or 209 .....	4 hrs.
Chemistry 107 .....	4 hrs.	Chemistry 108 .....	4 hrs.
Mathematics 203 .....	4 hrs.	Mathematics 303 .....	4 hrs.
Orientation in Physical Education .....	1 hr.	Orientation in Physical Education .....	1 hr.
Total .....	16 hrs.	Total .....	16 hrs.
Second Year			
First Semester		Second Semester	
Chemistry 315 .....	4 hrs.	Chemistry 316 .....	4 hrs.
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Economics 205 .....	3 hrs.	Psychology 104 .....	3 hrs.
English Literature 203 .....	3 hrs.	Liberal Arts elective .....	3 hrs.
Psychology 103 .....	3 hrs.	Economics 206 .....	3 hrs.
Total .....	17 hrs.	Total .....	17 hrs.

### PRE-DENTAL

First Year			
First Semester		Second Semester	
Written English 101 .....	3 hrs.	Written English 102 .....	3 hrs.
Biology 208 .....	4 hrs.	Biology 209 .....	4 hrs.
Chemistry 107 .....	4 hrs.	Chemistry 108 .....	4 hrs.
Mathematics 203 .....	4 hrs.	Mathematics 303 .....	4 hrs.
Orientation in Physical Education .....	1 hr.	Orientation in Physical Education .....	1 hr.
Total .....	16 hrs.	Total .....	16 hrs.
Second Year			
First Semester		Second Semester	
Non-science elective ..... 2 or 3 hrs.		Non-science elective ..... 2 or 3 hrs.	
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Biology 305 .....	4 hrs.	Biology 344 .....	4 hrs.
Chemistry 315 .....	4 hrs.	Chemistry 316 .....	4 hrs.
Psychology 103 .....	3 hrs.	Psychology 104 .....	3 hrs.
Total .....	17 or 18 hrs.	Total .....	17 or 18 hrs.



For the third and fourth year curriculum see advisor.

NOTE: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter. The student's advisor will help plan the program.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

## PRE-MEDICAL

		First Year	
First Semester		Second Semester	
English 101 .....	3 hrs.	Written English 102 .....	3 hrs.
Biology 208 .....	4 hrs.	Biology 209 .....	4 hrs.
Chemistry 107 .....	4 hrs.	Chemistry 108 .....	4 hrs.
Mathematics 203 .....	4 hrs.	Mathematics 303 .....	4 hrs.
Orientation in Physical Education .....	1 hr.	Orientation in Physical Education .....	1 hr.
Total .....	16 hrs.	Total .....	16 hrs.

		Second Year	
First Semester		Second Semester	
Non-science elective .....	2 or 3 hrs.	Non-science elective .....	2 or 3 hrs.
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Biology 305 .....	4 hrs.	Biology 344 .....	4 hrs.
Chemistry 315 .....	4 hrs.	Chemistry 316 .....	4 hrs.
Psychology 103 .....	3 hrs.	Psychology 104 .....	3 hrs.
Total .....	17 or 18 hrs.	Total .....	17 or 18 hrs.

For the third and fourth year curriculum see advisor.

Note: The minimum requirements for admission to a school of medicine is three years of pre-medical preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular medical school which the student plans to enter. Medical schools expect the student to have completed at least three years of pre-professional training; many require four years of work with a degree. Shepherd is prepared to meet these needs.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

**PRE-VETERINARY****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
Written English 101 .....	3 hrs.	Written English 102 .....	3 hrs.
Mathematics 203 .....	4 hrs.	Mathematics 303 .....	4 hrs.
General Botany 208 .....	4 hrs.	General Zoology 209 .....	4 hrs.
General Chemistry 107 .....	4 hrs.	General Chemistry 108 .....	4 hrs.
Orientation in Physical Education .....	1 hr.	Orientation in Physical Education .....	1 hr.
<b>Total</b> .....	<b>16 hrs.</b>	<b>Total</b> .....	<b>18 hrs.</b>

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
General Physics 211 .....	4 hrs.	General Physics 212 .....	3 hrs.
Biology 305 .....	4 hrs.	Biology 344 .....	3 hrs.
Bacteriology 302 .....	4 hrs.	Fundamentals of Speech 202 .....	3 hrs.
Electives .....	3-5 hrs.	Electives .....	3-5 hrs.
<b>Total</b> .....	<b>15-17 hrs.</b>	<b>Total</b> .....	<b>15-17 hrs.</b>

For the third and fourth year curriculum see advisor.

Note: Other courses will be recommended to the student to meet the requirements of the particular school of veterinary science which he plans to enter; his needs for a B.S. degree will be borne in mind. Those who may plan a three-year pre-veterinarian program, the advisor will assist in scheduling such courses as will be of most value.

**COURSES BASIC TO ENGINEERING****One-Year Program**

<b>First Semester</b>		<b>Second Semester</b>	
Written English 101 .....	3	Written English 102 .....	3
Math 105 .....	3	General Chemistry 108 .....	4
Math 108 .....	3	Math 207 .....	4
General Chemistry 107 .....	4	History 102 .....	3
History 101 .....	3	Elective .....	3
<b>Total</b> .....	<b>16</b>	<b>Total</b> .....	<b>17</b>

**COURSES BASIC TO AGRICULTURE****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
Written English 101 .....	3	Written English 102 .....	3
Biology 101 or 208 .....	4	Biology 102 or 209 .....	4
Chemistry 107 .....	4	Chemistry 108 .....	4
Mathematics 107 .....	2	Mathematics 205 .....	4
Orientation in Physical Education 1 .....	1	Orientation in Physical Education 1 .....	1
<b>Total</b> .....	<b>17</b>	<b>Total</b> .....	<b>16</b>

The second year curriculum should be planned after careful consultation with student academic advisor.

\*Students planning to enter areas other than agricultural science should transfer to West Virginia University at the end of the first year. Students who plan to study agronomy should not take Biology 321.

SUGGESTED PRE-PHYSICAL THERAPY CURRICULUM

Although Shepherd College does not have a certificate or Bachelors degree granting program in Physical Therapy, the college does offer all of the pre-professional courses required for admission to many such programs available at other colleges and universities including that of West Virginia University. These pre-professional courses may be completed in two full years at Shepherd College and include eight hours each of Biology, Chemistry and Physics, 12 hours of Psychology plus courses in the social sciences and humanities. College algebra and trigonometry are strongly recommended. A suggested first year program follows.

Freshman Year			
First Semester		Second Semester	
Written English 102	3	Written English 102	3
Chemistry 103	4	Chemistry 104	4
Psychology 103	3	Psychology 104	3
Biology 208	4	Biology 209	4
Elective	3	Fund. of Speech 202	3
Total		Total	

The second year curriculum should be planned after careful consultation with the student's academic advisor.

PRE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history, 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College students who plan to enter seminary would be well advised to consider either English or history for their major. The area of religion and philosophy is recommended for the minor.

The following schedule represents a recommended program for the first two years.

First Year			
First Semester		Second Semester	
Written English 101	3	Written English 102	3
History of Civilization 101	3	History of Civilization 102	3
Orientation in Physical Education	1	Orientation in Physical Education	1
General Physical Science 103	4	General Physical Science 104	4
Music 111	2	Introduction to Philosophy 101	3
Old Testament 308	2	New Testament 309	2
15		16	



Second Year

First Semester		Second Semester	
Fundamentals of Speech 202	3	Ethics 315	3
Sociology 203	3	Introduction to Visual Arts	
General Psychology 103	3	102-103	2
History of Philosophy 305	3	Sociology 205	3
Foreign Language	3	General Psychology 104	3
		20th Century Philosophy 306	2
		Foreign Language	3
	<hr/> 15		<hr/> 16

The student and his advisor will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.

PRE-LAW

Law schools generally require possession of a baccalaureate degree by an applicant for admission. Although law schools do not specify any specific undergraduate major as being more appropriate than another for consideration for admission to their programs, applicants usually possess bachelor degrees in political science, history, economics, or accounting. Most recent Shepherd College graduates who have entered law schools have majored in political science. The specific criteria for admission are three-fold: (1) the applicant's overall grade-point average; (2) his score on the Law School Admission Test (LSAT); and, (3) the nature of recommendations in his behalf from major professors and from those who are familiar with his character.

The student who is interested in entering law school should plan an academic program that develops his breadth of vocabulary and reading comprehension, written expression and techniques, discernment for subtleties of language and thought, analytical ability, and knowledge of governmental procedures and forms. Consultation and advisement for aspirants are available from the Chairman of the Division of the Social Sciences. Information about the Law School Admission Test is obtainable in the same office.

## Division of Business Administration



**Prof. Charles F. Printz, Division Chairman**

The Division of Business Administration prepares college students to enter the business world, or teach in high schools and to enter graduate school. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in specific business techniques which change rapidly. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprises, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business; accounting, data processing, marketing, or hotel-motel and restaurant management.

- BOB SINCLAIR BROWN, JR., Assistant Professor of Business Administration. B.S., 1966, M.B.A., 1968, West Virginia University. Doctoral candidate, The American University. (1968)
- CLIFFORD M. BUTERBAUGH, Assistant Professor of Secretarial Science. B.S., Indiana University of Pennsylvania, 1932; M. Ed., University of Pittsburgh, 1936. (1963)
- HERBERT E. CLARK, Instructor of Business Administration. B.S., University of Maryland, 1949; M.S., West Virginia University, 1969. (1970)
- TERRENCE MICHAEL CLAURETIE, Assistant Professor of Business Administration. B.A., Stonehill College, 1965; M.A., 1970; Ph.D., 1971, Washington State University. (1972)
- HELEN M. CLOYD, Professor of Business Administration. B.A., Eastern Michigan University, 1953; M.A., Wayne State University, 1956; Ph.D., Michigan State University, 1963. Certified Public Accountant. (1971)
- MARGARET HUGHES COLSTON, Adjunct Professor of Business Education, B.S., Capital University, 1945; M.A., Teachers College, Columbia University, 1951. (1969)
- JOHN JOSEPH DUFFY, Instructor of Business Administration. B.S., United States Military Academy, 1935; M.B.A., Harvard University, 1947. (1969)
- EUGENE WILLIAM JOHNSON, Assistant Professor of Economics. B.A., University of Notre Dame, 1966; Ph.D., University of Virginia, 1974. (1971)
- EDWARD S. PHILLIPS, Associate Professor of Economics. B.A., 1961; Ph.D., University of Colorado, 1970. (1974)
- CHARLES FRANCIS PRINTZ, Professor of Business Administration, and Chairman, Division of Business Administration. B.A., Shepherd College, 1940; M.A., West Virginia University, 1942; Graduate study, University of Sydney, Sydney, Australia. Certified Public Accountant. (1947)
- G. NORRIS RATH, Assistant Professor of Business Administration, and Registrar and Director of Institutional Research. B.S., Shepherd College, 1961; M.S., West Virginia University, 1963. (1963)
- JAMES A. ROMANO, Instructor of Business Administration. B.S., 1970; M.S., 1972, West Virginia University. (1972)
- KARL L. WOLF, Instructor of Business Administration and Director of Admissions. B.S., Shepherd College, 1970; M.B.A., George Washington University, 1973. (1970)



**BUSINESS ADMINISTRATION**

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

**Curriculum for a Major in Business Administration**

Required courses, 45 hours:

Introduction to Business 150 .....	3
*College Algebra 104 .....	3
Introductory Accounting 201 and 202 .....	6
Management of the Enterprise 251 .....	3
Business Law 312 .....	3
Business Statistics 314 .....	3
Intermediate Accounting 329 and 330 .....	6
Marketing 340 .....	3
Written Communications in Business 345 .....	3
Human Relations in Industry 390 .....	3
Corporation Finance 400 .....	3
Personnel Management 409 .....	3
Electives selected with the consent of the advisor .....	3

Note: Business Administration majors and minors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

\* See Division of Science and Mathematics for course description.

**Curriculum for a Major in Business Administration with a Concentration in Accounting**

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 150 .....	3
*College Algebra 104 .....	3
Introductory Accounting 201 and 202 .....	6
Management of the Enterprise 251 .....	3
Business Statistics 314 .....	3
Business Law 312 .....	3
Intermediate Accounting 329 and 330 .....	6
Advanced Accounting 331 .....	3
Written Communications in Business 345 .....	3
Corporation Finance 400 .....	3
Cost Accounting 401 .....	3
Auditing 402 .....	3
Income Tax 404 .....	3

**Curriculum for a Major in Business Administration with a Concentration in Data Processing**

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

**Required courses, 45 hours:**

Introduction to Business 150 .....	3
*College Algebra 104 .....	3
Introductory Accounting 201 and 202 .....	6
Introduction to Data Processing 214 .....	3
Computer Language Concepts 235 .....	3
Management of the Enterprise 251 .....	3
Business Law 312 .....	3
Business Statistics 314 .....	3
Intermediate Accounting 329 and 330 .....	6
Written Communications in Business 345 .....	3
Introduction to ADP Systems 346 .....	3
ADP Applications 385 .....	3
Accounting Systems 411 .....	3

### **Curriculum for a Comprehensive Major in Hotel-Motel and Restaurant Management**

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

**Required courses, 69 hours:**

College Algebra 104 .....	3
Introduction to Business 150 .....	3
Introductory Accounting 201 and 202 .....	6
Economic Problems 206 .....	3
Survey of Food Services 207 .....	3
Introduction to Data Processing 214 .....	3
Management of the Enterprise 251 .....	3
Lodging Management 303 .....	3
Food Production Systems 309 .....	3
Business Law 312 .....	3
Business Statistics 314 .....	3
Nutrition 318 .....	3
Intermediate Accounting 329 .....	3
Written Communications in Business 345 .....	3
Marketing 340 .....	3
Personnel Management 409 .....	3
Systems 411 .....	3
Service Industry Externship 490 .....	3
Service Industry Externship 491 .....	3
Service Industry Externship 492 .....	3
Electives with consent of advisor in Business or Home Economics .....	6

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that General Chemistry 101 and 102 will be substituted for the science requirement.

### **Curriculum for a Major in Business Administration with a Concentration in Marketing**

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses, 45 hours:

Introduction to Business 150	3
*College Algebra 104	3
Management of the Enterprise 251	3
Introductory Accounting 201 and 202	6
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Marketing Decision Making 341	3
Salesmanship 360	3
Retailing 350	3
Advertising 370	3
Sales Management 412	3

Curriculum for a Minor in Business Administration

Required Courses, 33 hours:

Introduction to Business 150	3
*College Algebra 104	3
Introductory Accounting 201 and 202	6
Management of the Enterprise 251	3
Business Law 312	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Corporation Finance 400	3
Personnel Management 409	3

Curriculum for a Minor in Data Processing

Total hours required for minor, 24

Introduction to Data Processing 214	3
Computer Language Concepts 235	3
Computers and Programming 236	3
Introduction to ADP Systems 346	3
ADP Applications 385	3
Accounting Systems 411	3
Computer Center Work Experience 417	3
Electives in Business	3

ECONOMICS

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

Curriculum for a Major in Economics

Total hours required for a major, 33

Required courses, 21 hours:

Economic Problems 206	3
Introductory Accounting 201 and 202	6
Theory of Price and Resources 301	3
Theory of Income and Employment 302	3
Money and Banking 305	3
Business Statistics 314	3

Electives from the following courses, 12 hours:

Government and Business 300	3
Quantitative Methods 414	3



Development of Economic Thought 304 .....	3
Public Finance 310 .....	3
Comparative Economic Systems 315 .....	3
Business Cycles and Forecasting 319 .....	3
Labor Economics 321 .....	3
International Economics 325 .....	3
Economic Development 410 .....	3

Note: Economics majors and minors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

### Curriculum for a Minor in Economics

Total Hours required for a minor, 27

Economic Problems 206 .....	3
Introductory Accounting 201 .....	3
Introductory Accounting 202 .....	3
Money and Banking 305 .....	3
Business Cycles 319 .....	3
Labor Economics 321 .....	3
Development of Economic Thought 304 .....	3
Public Finance 310 .....	3
Comparative Economic Systems 315 .....	3

All economic majors must have minor approved by the chairman of the Business Administration Division.

## BUSINESS EDUCATION

### Teaching Fields

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

### Curriculum for Comprehensive Teaching Field—7 through 12

Total hours required, 52:

Required courses:

Introductory Accounting 201 and 202 .....	6
Advanced Typewriting 105 .....	3
Office Machines 325 .....	3
Advanced Shorthand 202 and 203 .....	7
Mathematics of Finance 111 .....	3
Economic Problems 206 .....	3
Business Law 312 .....	3
Office Procedures 324 .....	3
Intermediate Accounting 329 and 330 .....	6

Selected Electives, 15 hours from the following:

Introduction to Data Processing 214 .....	3
Introduction to ADP Systems 346 .....	3
ADP Applications 385 .....	3
Computer Language Concepts 235 .....	3
Marketing 340 .....	3
Public Finance 310 .....	3
Marketing Decision Making 341 .....	3

Corporation Finance 400 .....	3
Management of the Enterprise 251 .....	3
Advertising 370 .....	3

Economics 205 is required in the general studies program.

### **Curriculum for Secretarial Studies Teaching Field 7 through 12**

Total Hours Required, 34

Typewriting 105 .....	3
Office Machines 325 .....	3
Shorthand 202 and 203 .....	7
Introductory Accounting 201 and 202 .....	6
Mathematics of Finance 111 .....	3
Office Procedures 324 .....	3
Business Law 312 .....	3
Electives .....	6

### **Curriculum for Business Principles Teaching Field—7 through 12**

Total Hours Required, 39

Introductory Accounting 201 and 202 .....	6
Typewriting 105 .....	3
Office Machines 325 .....	3
Mathematics of Finance 111 .....	3
Business Law 312 .....	3
Economic Problems 206 .....	3
Marketing 340 .....	3
Intermediate Accounting 329 and 330 .....	6
Introduction to Data Processing 214 .....	3
Electives .....	6

Economics 205 is required in the general studies program.

### **Curriculum for a Minor in Secretarial Administration**

Total hours required, 25

Required courses:

Typewriting 103* and 104 .....	4
Shorthand 201* and 202 .....	8
Introductory Accounting 201 and 202 .....	6
Office Machines 325 .....	3
Office Procedures 324 .....	3
Electives (selected with the consent of advisor) .....	1-3

\* A student may be exempt from taking this course by passing an examination. No college credit is earned.

## **TWO-YEAR ASSOCIATE IN SCIENCE DEGREES**

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science Degree in Business Administration. The following concentrations are offered.

**Accounting****First Year**

		<b>First Sem.</b>	<b>Second Sem.</b>
English 101, 102	Written English .....	3	3
Bus. Ad. 150	Introduction to Business .....	3	
*Math 104	College Algebra .....	3	
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 251	Management of the Enterprise .....		3
Econ. 205	Principles of Economics .....	3	
Econ. 206	Economic Problems .....		3
English 202	Fundamentals of Speech .....		3
Bus. Ed. 325	Office Machines .....		3
		<hr/> 15	<hr/> 18

\*See Division of Science and Mathematics for course description.

**Second Year**

Bus. Ad. 312	Business Law .....	3	
Bus. Ad. 329, 330	Intermediate Accounting .....	3	3
Bus. Ad. 345	Written Communications in Bus. ....		3
Bus. Ad. 390	Human Relations in Industry .....	3	
Bus. Ad. 402	Auditing .....		3
Bus. Ad. 404	Income Tax .....	3	
Bus. Ad. 411	Accounting Systems .....		3
Bus. Ed. 324	Office Procedures .....		3
Pol. Sci. 101	American Federal Government .....	3	
		<hr/> 15	<hr/> 15

**Bank Management****First Year**

		<b>First Sem.</b>	<b>Second Sem.</b>
English 101, 102	Written English .....	3	3
Bus. Ad. 150	Introduction to Business .....	3	
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 214	Introduction to Data Processing .....	3	
Bus. Ad. 235	Computer Language Concepts .....		3
Bus. Ad. 409	Personnel Management .....		3
Econ. 205, 206	Principles and Problems of Economics	3	3
		<hr/> 15	<hr/> 15

**Second Year**

Bus. Ad. 251	Management of the Enterprise .....	3	
Bus. Ad. 312	Business Law .....	3	
Bus. Ad. 314	Business Statistics .....		3
Bus. Ad. 329, 330	Intermediate Accounting .....	3	3
Bus. Ad. 402	Auditing .....		3
Econ. 305	Money and Banking .....	3	
Math 104	College Algebra .....		3
	Electives .....	3	3
		<hr/> 15	<hr/> 15



**Data Processing**

<b>First Year</b>		<b>First Sem.</b>	<b>Second Sem.</b>
Bus. Ad. 150	Introduction to Business .....	3	
Bus. Ad. 160	Punch Card Data Processing .....		3
Bus. Ad. 214	Introduction to Data Processing .....	3	
Bus. Ad. 235	Computer Language Concepts .....		3
Econ. 205	Principles of Economics .....	3	
Econ. 206	Economics Problems .....		3
Bus. Ed. 103	Typing I .....	2	
Eng. 101, 102	Written English .....	3	3
Math 104	College Algebra .....		3
	Electives .....	3	
		<hr/> 17	<hr/> 15
<b>Second Year</b>			
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 236	Computers and Programming .....	3	
Bus. Ad. 251	Management of the Enterprise .....	3	
Bus. Ad. 312	Business Law .....	3	
Bus. Ad. 314	Business Statistics .....		3
Bus. Ad. 345	Written Communications in Business .....		3
Bus. Ad. 346	Introduction to ADP Systems .....		3
Bus. Ad. 417	Computer Science Work Experience ..		2
Eng. 202	Fundamentals of Speech .....		3
	Electives .....	3	
		<hr/> 15	<hr/> 17

**General Business**

<b>First Year</b>		<b>First Sem.</b>	<b>Second Sem.</b>
Eng. 101, 102	Written English .....	3	3
Bus. Ad. 150	Introduction to Business .....	3	
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 251	Management of Enterprise .....		3
Econ. 205, 206	Principles and Problems of Economics	3	3
Math 104	College Algebra .....	3	
Pol. Sci. 101	American Federal Government .....		3
		<hr/> 15	<hr/> 15
<b>Second Year</b>			
Eng. 202	Fundamentals of Speech .....	3	
Bus. Ad. 312	Business Law .....	3	
Bus. Ad. 314	Business Statistics .....		3
Bus. Ad. 329, 330	Intermediate Accounting .....	3	3
Bus. Ad. 340	Marketing .....	3	
Bus. Ad. 345	Written Communications in Business ..		3
Bus. Ad. 370	Advertising .....		3
Bus. Ad. 390	Human Relations in Industry .....	3	
	Electives .....		3
		<hr/> 15	<hr/> 15

**Hotel-Motel Restaurant Management****First Year**

		<b>First Sem.</b>	<b>Second Sem.</b>
Bus. Ad. 150	Introduction to Business .....	3	
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 214	Introduction to Data Processing .....	3	
Bus. Ad. 251	Management of the Enterprise .....		3
Econ. 205, 206	Principles and Problems of Economics	3	3
Eng. 101, 102	Written English .....	3	3
Home Ec. 303	Lodging Management .....		3
	Electives .....		2
		<hr/> 15	<hr/> 17

**Second Year**

Bus. Ad. 312	Business Law .....	3	
Bus. Ad. 329	Intermediate Accounting .....	3	
Bus. Ad. 340	Marketing .....	3	
Bus. Ad. 345	Written Communication in Business ..		3
Bus. Ad. 409	Personnel Management .....		3
Eng. 202	Fundamentals of Speech .....		3
Home Ec. 207	Survey of Food Service .....	3	
Home Ec. 309	Food Production System .....		3
Home Ec. 490, 491	Service Industry Externship .....	3	3
	Electives .....		2
		<hr/> 15	<hr/> 17

**Marketing Management****First Year**

		<b>First Sem.</b>	<b>Second Sem.</b>
Eng. 101, 102	Written English .....	3	3
Bus. Ad. 150	Introduction to Business .....	3	
Bus. Ad. 201, 202	Introductory Accounting .....	3	3
Bus. Ad. 251	Management of the Enterprise .....		3
Bus. Ad. 370	Advertising .....		3
Econ. 205, 206	Principles and Problems of Economics	3	3
	Electives .....	3	
		<hr/> 15	<hr/> 15

**Second Year**

Bus. Ad. 312	Business Law .....		3
Bus. Ad. 329, 330	Intermediate Accounting .....	3	3
Bus. Ad. 340	Marketing .....	3	
Bus. Ad. 341	Marketing Decision Making .....		3
Bus. Ad. 345	Written Communications in Business ..		3
Bus. Ad. 350	Retailing .....	3	
Bus. Ad. 360	Salesmanship .....	3	
	Electives .....	3	3
		<hr/> 15	<hr/> 15

## SECRETARIAL SCIENCE

**Purpose:** To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

The Associate of Science degree will be awarded after the completion of the following program provided students have completed a minimum of 64 semester hours with an overall "C" average.

### Freshman Year

First Semester		Second Semester	
Written English 101 .....	3	Written English 102 .....	3
Typewriting 103* .....	2	Typewriting 104 .....	2
Shorthand 201* .....	4	Shorthand 202 .....	4
Prin. of Economics 205 .....	3	Economics 206 .....	3
Physical Education 121 .....	1	Intro. to Visual Arts 103 or	
Electives .....	3	Music Appreciation 111 .....	2
		Office Machines 325 .....	3
<hr/>		<hr/>	
Total .....	16	Total .....	17

### Sophomore Year

First Semester		Second Semester	
Business Writing 327 .....	3	Fundamentals of Speech 202 .....	3
Shorthand 203 .....	3	Typewriting 105 .....	3
Mathematics of Finance 111 .....	3	Office Procedures 324 .....	3
Introductory Accounting 201 .....	3	Introductory Accounting 202 .....	3
Business Law 312 .....	3	Electives .....	3
Electives .....	2		
<hr/>		<hr/>	
Total .....	17	Total .....	15

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.

## ONE-YEAR CERTIFICATES

**Purpose:** To provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward a Two-Year Associate of Science Degree or a Bachelor of Science Degree.



**Bank Operations**

		<b>First Sem.</b>	<b>Second Sem.</b>	<b>Summer Sem.</b>
Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 201, 202	Introductory Accounting .....	3	3	
Bus. Ad. 214	Introduction to Data Processing .....	3		
Bus. Ad. 251	Management of the Enterprise .....		3	
Econ. 205	Principles of Economics .....	3		
Econ. 305	Money and Banking .....		3	
Bus. Ed. 103	Typing I .....	2		
	Electives .....		3	
		<hr/> 17	<hr/> 15	<hr/> —

**Clerk-Typist**

Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 201	Introductory Accounting .....	3		
Bus. Ad. 312	Business Law .....		3	
Econ. 205	Principles of Economics .....		3	
Bus. Ed. 103	Typing I .....	2		
Bus. Ed. 104	Typing II .....		2	
Bus. Ed. 105	Typing III .....			3
Bus. Ed. 324	Office Procedures .....			3
Bus. Ed. 325	Office Machines .....		3	
Math 111	Mathematics of Finance .....	3		
		<hr/> 14	<hr/> 14	<hr/> 6

**Insurance Salesmanship**

Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 201, 202	Introductory Accounting .....	3	3	
Bus. Ad. 312	Business Law .....		3	
Bus. Ad. 315	Insurance .....		3	
Bus. Ad. 360	Salesmanship .....		3	
Econ. 205	Principles of Economics .....	3		
	Electives .....	3	3	
		<hr/> 15	<hr/> 18	

**Real Estate Salesmanship**

Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 201, 202	Introductory Accounting .....	3	3	
Bus. Ad. 312	Business Law .....		3	
Bus. Ad. 317	Real Estate .....		3	
Bus. Ad. 360	Salesmanship .....		3	
Econ. 205	Principles of Economics .....			
	Electives .....	3	3	
		<hr/> 15	<hr/> 18	

**Retail Salesmanship**

		<b>First Sem.</b>	<b>Second Sem.</b>	<b>Summer Sem.</b>
Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 201, 202	Introductory Accounting .....	3	3	
Bus. Ad. 350	Retailing .....		3	
Bus. Ad. 360	Salesmanship .....		3	
Bus. Ad. 370	Advertising .....		3	
Econ. 205	Principles of Economics .....	3		
	Electives .....	3	3	
		<hr/> 15	<hr/> 18	

**Stenographic Technician**

Eng. 101, 102	Written English .....	3	3	
Bus. Ad. 150	Introduction to Business .....	3		
Bus. Ad. 312	Business Law .....		3	
Bus. Ed. 107	Typing I .....	2		
Bus. Ed. 104	Typing II .....		2	
Bus. Ed. 201	Shorthand I .....	4		
Bus. Ed. 202	Shorthand II .....		4	
Bus. Ed. 203	Shorthand III .....			3
Bus. Ed. 324	Office Procedures .....			3
Bus. Ed. 325	Office Machines .....		3	
	Electives .....	3		
		<hr/> 15	<hr/> 15	<hr/> 6



**The Nursing Department is housed in Miller Hall,  
one of the oldest buildings on the Shepherd campus.**

## **COURSE DESCRIPTIONS**

### **BUSINESS ADMINISTRATION**

#### **11-150. INTRODUCTION TO BUSINESS**

Credit, three hours.

A survey course designed to acquaint the student with a brief history of business organization and administration, production, labor, control distribution, finance, taxation, law and business ethics. First and Second Semesters.

#### **11-160. PUNCH CARD DATA PROCESSING**

Credit, three hours.

Card design, key punching, sorting, and preparation of reports, problem solving and understanding of collator, sorter, reproducer and other types of data processing equipment. Second Semester.

#### **11-201. INTRODUCTORY ACCOUNTING**

Credit, three hours.

Fundamentals of accounting for corporations, partnerships, and proprietorships. Inventory methods, classified statement, negotiable instruments, controlling accounting and specialized journals. First semester.

#### **11-202. INTRODUCTORY ACCOUNTING**

Credit three hours.

A continuation of corporate accounting. Manufacturing accounting, accounting for fixed assets and analysis of financial statements. Second semester. Prerequisite: Accounting 201.

#### **11-214. INTRODUCTION TO DATA PROCESSING**

Credit, three hours.

Fundamentals of electronic data processing in modern business including the discussion of systems with emphasis on applications, principles, techniques and capabilities of computers. First and Second Semester.

#### **11-235. COMPUTER LANGUAGE CONCEPTS**

Credit, three hours.

Fundamentals of computer programming including actual experience in designing, flow-charting and coding of computer programs in Fortran. Major emphasis placed on students running and debugging programs. First and Second Semester. Prerequisite: Introduction to Data Processing 214 or consent of instructor.

#### **11-236. COMPUTERS AND PROGRAMMING**

Credit, three hours.

Continuation of "Computer Language Concepts". Emphasis is placed on programming the computer to solve business problems. Actual experience achieved in designing, flowcharting and coding of computer programs in COBOL. First and Second Semester. Prerequisite: Computer Language Concepts or consent of instructor.

#### **11-251. MANAGEMENT OF THE ENTERPRISE**

Credit, three hours.

A study of business from the manager's point of view, business resources, management decisions simulation and the business environment. Second semester.

#### **11-300. GOVERNMENT AND BUSINESS**

Credit, three hours.

Control of business by state and federal governments. This course begins with a study of the functions of the state, showing relationship of government to business and is followed by a discussion of government control. Prerequisite: Economics 206. On demand.



### **11-312. BUSINESS LAW**

Credit, three hours.

Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. First and Second Semesters.

### **11-314. BUSINESS STATISTICS**

Credit, three hours.

Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, trend fitting, and seasonal adjustments. First and Second Semesters. Prerequisite: Math 201.

### **11-315. INSURANCE**

Credit, three hours.

Techniques available to individuals and businesses for managing the insurable risks to which they are exposed. Emphasis on the principles and the functional areas of insurance, including property, and liability. Second Semester. Prerequisite: Economics 205 or consent of instructor.

### **11-317. REAL ESTATE**

Credit, three hours.

Basic study of the nature and importance of real estate in the economy; principles of land utilization and urban development; property rights and real estate; valuation of real property; real estate markets; government regulation and programs. Second Semester. Prerequisite: Economics 205 or consent of instructor.

### **11-320. INDUSTRIAL SAFETY**

Credit, three hours.

Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. Compensation laws, and industrial property protection. On demand. Prerequisite: Economics 206.

### **11-329. INTERMEDIATE ACCOUNTING**

Credit, three hours.

Principles of balance sheet evaluation and profit determination, with greater emphasis on accounting concepts. First semester. Prerequisite: Accounting 202.

### **11-330. INTERMEDIATE ACCOUNTING**

Credit, three hours.

Continuation of Intermediate Accounting 329. Second semester. Prerequisite: Business Administration 329.

### **11-331. ADVANCED ACCOUNTING**

Credit, three hours.

Current theories and procedures relating to partnerships, insurance, estates, and trusts, and consolidated statements. On demand. Prerequisite: Accounting 330.

### **11-340. MARKETING**

Credit, three hours.

A study of the functions performed by the marketing process, of marketing institutions and the relations of government and consumer to marketing. The case method is used. First semester. Prerequisite: Economics 206.

### **11-341. MARKETING DECISION MAKING**

Credit, three hours.

This course provides a dynamic environment for decision making. The student is able to determine the meaning and relevance of the knowledge gained in all areas of business with emphasis placed on marketing managerial decisions. On demand. Prerequisite: Marketing 340.

### **11-345. WRITTEN COMMUNICATIONS IN BUSINESS**

Credit, three hours.

A study of modern business techniques in report writing and method of oral communication. First and Second Semesters.

### **11-346. INTRODUCTION TO ADP SYSTEMS**

Credit, three hours.

Continuation in using the computer to solve business problems. Emphasis placed on designing the input and output of data processing operations. RPG is taught and subsequently used as the tool to handle the required data processing operations on the computer. First and Second Semester. Prerequisite: Computer Language Concepts or Computers and Programming.

### **11-350. RETAILING**

Credit, three hours.

A study of retail store operations and management including sales promotion, personnel management, selling, customer service credit. On demand. Prerequisite: Economics 206.

### **11-360. SALESMANSHIP**

Credit, three hours.

A study of the uses and techniques of personal selling including human behavior, market conditions for effective personal selling, prospecting potential customers, planning and presentation, building interest and confidence, closing the sale, handling objections, and evaluating the personal selling effort. On demand.

### **11-370. ADVERTISING**

Credit, three hours.

A study of advertising as an element of the firm's marketing mix, with emphasis on the development of an advertising program as a means of accomplishing the marketing objectives of the firm. Specific topics include consumer behavior, market segmentation, forecasting, advertising budgeting, the advertising agency, message preparation, media selection, and evaluation of the advertising program. First Semester. Prerequisite: Economics 206.

### **11-385. ADP APPLICATIONS**

Credit, three hours.

Continuation of "Introduction to ADP Systems." Emphasis is placed on designing data processing systems. On demand. Prerequisite: Introduction to ADP Systems.

### **11-390. HUMAN RELATIONS IN INDUSTRY**

Credit, three hours.

Job and worker analysis, industrial testing, weighted application blank, non-directive interviews, training, monotony, fatigue, accident prevention and morale. First Semester. Prerequisite: Economics 206.

### **11-400. CORPORATION FINANCE**

Credit, three hours.

A study of the methods of financing corporations and the analysis of financial statements. First and Second Semesters. Prerequisite: Accounting 330.

### **11-401. COST ACCOUNTING**

Credit, three hours.

The economic, industrial engineering and managerial aspects of cost accounting; process, job order and standard cost systems. On demand. Prerequisite: Accounting 330.

### **11-402. AUDITING**

Credit, three hours.

Concepts, objectives, standards, procedures and techniques relating to the performance of the audit. Emphasis on decisions which involve judgment that are important to final reporting. On demand. Prerequisite: Accounting 329.

### **11-404. INCOME TAX**

Credit, three hours.

A study of the Internal Revenue Code and regulations relating to individuals, partnerships and corporations. On demand.

### **11-409. PERSONNEL MANAGEMENT**

Credit, three hours.

Source of labor, analysis of the labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining and labor relations. Second Semester. Prerequisite: Economics 206.

### **11-410. COLLECTIVE BARGAINING**

Credit, three hours.

An analytical study of the collective bargaining process by case study and readings of management and union philosophy. A survey of management and union rights and responsibilities, strategy in collective bargaining and the impact of bargaining on employee and management relations. On demand. Prerequisite: Labor Economics 321.

### **11-411. ACCOUNTING SYSTEMS**

Credit, three hours.

Principles underlying the design and installation of accounting systems to meet the needs of all types of business concerns. Machine accounting methods and data processing are also studied. First Semester. Prerequisite: Accounting 330.

### **11-412. SALES MANAGEMENT**

Credit, three hours.

The planning, direction and control of the personal selling activities of business firms. Topics include recruiting, selecting, training, assigning, supervising, compensating, and motivating the sales force. On demand.

### **11-413. QUANTITATIVE METHODS**

Credit, three hours.

A study of quantitative methods utilized in research in Business and Economics. Techniques of maximization, simple regression and correlation, multiple regression and correlation, problems of economic time series, systems of equations, aspects of model construction and parameter estimation, other selected topics. On demand. Prerequisite: Business Statistics 314.

### **11-414. WAGE AND SALARY ADMINISTRATION**

Credit, three hours.

The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive and salary policies. On demand. Prerequisite: Personnel Management 409.



### **11-415. PRODUCTION PLANNING AND CONTROL**

Credit, three hours.

Study of forecasting, planning, scheduling, dispatching, and controlling the flow of industrial production from receipt of customer's order to shipment of finished goods. On demand. Prerequisite: Permission of Instructor.

### **11-416. INDUSTRIAL PURCHASING**

Credit, three hours.

A study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. On demand. Prerequisite: Marketing 340.

### **11-417. COMPUTER CENTER WORK EXPERIENCE**

Maximum of four hours credit.

This course involves work experience in the Computer Center at Shepherd College. Each credit hour requires a total of 20 hours work experience under the direction of the computer center coordinator for which the individual does not receive monetary compensation. First and Second Semester. Prerequisite: Introduction to Data Processing 214, and 235 or 236 or consent of instructor.

## **ECONOMICS**

### **12-205. PRINCIPLES OF ECONOMICS**

Credit, three hours.

Introduction to fundamental economic concepts of the economic system such as: money, banking, government, fiscal policy with emphasis upon the level and fluctuations in income, employment and prices. First and Second Semesters.

### **12-206. ECONOMIC PROBLEMS**

Credit, three hours.

Continuation of Economics 205. Introduction to the fundamental economic concepts of the individual economic unit such as; the pricing of output supply and demand analysis and competition and monopoly in different industries. First and Second Semesters. Prerequisite: Economics 205.

### **12-301. THEORY OF PRICE AND RESOURCE ALLOCATION**

Credit, three hours.

An intermediate level study of the manner in which factors of production are allocated to different firms and industries and how payments to these factors are distributed in a market economy. Analysis of consumer choice, theory of the firm, and the effects of imperfect competition. Optimization techniques such as linear programming, transportation and other allocation problems. On demand. Prerequisite: Economics 206.

### **12-302. THEORY OF INCOME AND EMPLOYMENT**

Credit, three hours.

An analysis of the determinants of the level of income and employment in the aggregate. Emphasis on the Keynesian theory and its application to stabilization policies. An introduction to post-Keynesian analysis. On demand. Prerequisite: Economics 206.

### **12-304. DEVELOPMENT OF ECONOMIC THOUGHT**

Credit, three hours.

A study of the development of economic thought from mercantilism to the present day. Contributions of great economists to economic analysis, and their bearing on current theory and policy issues, are emphasized. Second Semester. Prerequisite: Economics 206.

Credit, three hours.

### **12-305. MONEY AND BANKING**

Credit, three hours.

Role of money and credit in the economy. Structure and operation of commercial banks. The Federal Reserve System and processes and instruments of monetary policy. Elements of monetary theory. First Semester. Prerequisite: Economics 206.

### **12-310. PUBLIC FINANCE**

Credit, three hours.

A study of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and government debt policies. Second Semester. Prerequisite: Money and Banking 305.

### **11-314. BUSINESS STATISTICS**

Credit, three hours.

(See Business Administration.)

### **12-315. COMPARATIVE ECONOMIC SYSTEMS**

Credit, three hours.

Historical development of various types of suggested economic reforms. Growth and analysis of communism, socialism, fascism and modified capitalism. Prerequisite: Economics 206. First Semester.

### **12-319. BUSINESS CYCLES AND FORECASTING**

Credit, three hours.

Economic fluctuation theory, policy, and forecasting, with practical applications. First Semester. Prerequisite: Economics 206.

### **12-321. LABOR ECONOMICS**

Credit, three hours.

History of modern labor movements, analysis of economic and social problems arising from relations between labor and management. First and Second Semesters. Prerequisite: Economics 206.

### **12-325. INTERNATIONAL ECONOMICS**

Credit, three hours.

A treatment of the basic theories, problems and policies of international trade and finance. Prerequisite: Economics 206. On demand.

### **12-410. SEMINAR IN ECONOMIC DEVELOPMENT**

Credit, three hours.

The historical and theoretical analysis of the major factors that influence economic development. This course is available to students who have manifested mature development in the economic areas. Prerequisite: Permission of instructor. On demand.

## **BUSINESS EDUCATION**

### **13-103. TYPEWRITING I**

Credit, two hours.

The mastery of the keyboard, development of correct typewriting techniques, centering, introduction to letter writing and tabulations, and the development of speed and accuracy. It is recommended that the student have at least one semester of high school typing. First Semester.

### **13-104. TYPEWRITING II**

Credit, two hours.

A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy with problems in business letter writing, tabulations, and manuscript writing. Second Semester. Prerequisite: Typewriting I or permission of instructor.

### **13-105. TYPEWRITING III**

Credit, three hours.

Development of superior speed and accuracy with emphasis given to high production quality on business forms and procedures. Second Semester. Prerequisite: Typewriting II or permission of instructor.

### **13-201. SHORTHAND I**

Credit, four hours.

Theory of Gregg shorthand is presented. The ability to take dictation at 60 words a minute and transcribe the material accurately at an acceptable speed is required. First Semester.

### **13-202. SHORTHAND II**

Credit, four hours.

A speed-building course designed to increase the students ability to take dictation with constant stress on vocabulary building and to transcribe shorthand dictation at an acceptable rate of speed. Second Semester. Prerequisite: Shorthand I or permission of instructor.

### **13-203. SHORTHAND III**

Credit, three hours.

Advanced dictation and further vocabulary building is provided, with transcription of dictation at a higher rate of speed. First Semester. Prerequisite: Shorthand II.

### **13-324. OFFICE PROCEDURES**

Credit, three hours.

Provides an opportunity to coordinate the basic skills with the duties of a secretary. Representative topics presented are personality study, office mail, communications, travel, filing, office equipment, and organization. Second Semester. Prerequisite: Typewriting I, Office Machines or permission of instructor.

### **13-325. OFFICE MACHINES**

Credit, three hours.

Designed to acquaint the student with the operation of calculators, duplicating equipment, and dictating equipment. Second Semester. Prerequisite: Typewriting I or permission of instructor.

### **13-327. BUSINESS WRITING**

Credit, three hours.

To educate the student to write effective business letters. This training involves skills in the use of English, knowledge of business principles and understanding of human nature. First Semester. Prerequisite: Typewriting I or permission of instructor.



## Division of Creative Arts



**Dr. Guy Frank, Division Chairman**

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed to give the student a diversified background in art, to encourage and challenge the individual to grow creatively and professionally as an artist and teacher and to develop and preserve an interest in art through an understanding of the creative process, the basic theories of aesthetics, the nature of art materials and processes, and the philosophical and technical aspects of both historical and contemporary art forms.

The Department of Music, through a highly personalized and student-centered approach which fosters student inquiry, interaction, and self-discovery, provides a climate conducive to developing the comprehensive musician. This is achieved by integrating the various musical areas into a core of experience which develops the capacity to communicate the art to others.

**LORENZO DOW BENEDICT, IV**, Instructor of Art. B.A., Central Methodist College, 1967; M.A., University of Missouri, 1970. (1971)

**RICHARD J. CHANNIN**, Assistant Professor of Art. B.A., Oberlin College 1966; M.F.A., Southern Illinois University, 1968; Ph. D., New York University, 1972. (1972)

- K. FARRELL COX, Associate Professor of Music—Woodwinds. B.A., 1957; M.A., 1960, Colorado State College. (1967)
- GUY FRANK, Professor of Music, and Chairman, Division of Creative Arts. A.B., Whittier College, 1943; M.A., Claremont College Graduate School of Pomona College, 1948; Ph. D., Eastman School of Music of the University of Rochester, 1958. (1950)
- CLAIR R. JOHANNSEN, Adjunct Professor of Music—Organ. B.A., Augsburg College, 1962; M.S.M., Union Theological Seminary, Columbia University, 1965. (1965) Part-time.
- RONALD L. JONES, JR., Associate Professor of Art and Department Chairman. B.S., Concord College, 1964; M.A., Arizona State University, 1968. Doctoral candidate at the University of Maryland. (1969)
- MICHAEL REGIS KONTRA, Assistant Professor of Art. B.S., Edinboro State College, 1962; M.A., West Virginia University, 1964. (1969)
- JAMES E. PANTLE, Associate Professor of Music. B.M.E., Baker University, 1961; M.M., University of Oregon, 1966. (1969)
- JAMES D. ROBERTSON, Assistant Professor of Music. B.M. Ed., 1966; M.M., 1968, University of Montana. (1969)
- JAY N. STENGER, Assistant Professor of Music. B.S., Lycoming College, 1954; M.S., State University of New York at Fredonia, 1969. (1969)

## ART

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades 1 through 12) or a field of specialization in secondary art (grades 7 through 12) and an elementary field (grades 5 through 9) for elementary education majors.

### Special Requirements for Art Curriculum Students:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student; therefore, no portfolio is required for admission.
2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended

sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.

3. **Deficiencies:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.
4. **Senior Art Exhibition or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.

#### **Curriculum for the Bachelor of Arts Degree with a Minor in Art**

Total semester hours required .....	23
Two Dimensional Design 170 .....	2
Introductory Drawing 115 .....	3
Three Dimensional Design 140 .....	3
History of Western Art 203 .....	3
History of Western Art 204 .....	3
Painting 230 .....	2
Printmaking 360 .....	2
Sculpture 240 .....	3
Aesthetic Criticism 403 .....	2
Senior Art Show or Project .....	0
	<hr/>
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#### **Curriculum for the Bachelor of Arts Degree with a Comprehensive Field in Art (Grades 1-12)**

Total semester hours required .....	51
Two Dimensional Design 170 .....	2
Introductory Drawing 115 .....	3
Lettering 131 .....	1
Three Dimensional Design 140 .....	3
Drawing 116 .....	1
History of Western Art 203 .....	3
History of Western Art 204 .....	3
Painting 230 .....	2
Drawing 215 .....	1
Sculpture 240 .....	3
Drawing 217 .....	1



Art in Elementary Education 320 .....	2
Arts and Crafts in the Elementary School 322 .....	2
Printmaking 360 .....	2
Jewelry 350 .....	3
Drawing 310 .....	1
Ceramics 351 .....	3
Drawing 410 .....	1
Aesthetic Criticism 403 .....	2
Senior Art Exhibit or Project .....	0
Electives in Art—12 Hours (With 14 hours in one of the concentration areas)—see concentration areas .....	12
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NOTE: 6 semester hours of general electives are a part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of art curriculum students in the comprehensive:

The Teaching of Art (Ed. 427) .....	3
Art Materials and Procedures (Ed. 480) .....	2

### **Curriculum for the Bachelor of Arts Degree with a Field of Specialization in Art for Classroom Teaching in Grades 7 through 12**

Total semester hours required .....	33
Two Dimensional Design 170 .....	2
Introductory Drawing 115 .....	3
Three Dimensional Design 140 .....	3
Drawing 116 .....	1
History of Western Art 203 .....	3
History of Western Art 204 .....	3
Painting 230 .....	2
Printmaking 360 .....	2
Sculpture 240 .....	3
Ceramics 351 .....	3
Criticism 403 .....	2
Senior Art Exhibit or Project .....	0
Electives in Art—6 Hours (with 11 hours in one of the concen- tration areas)—see description of concentration areas .....	6
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NOTE: Required of all 7 through 12 Art Curriculum Students:  
The Teaching of Art (Ed. 427) ..... 3

### **Curriculum for a Teaching Field in Art Grades 5 through 9**

Total semester hours required .....	26
Introductory Drawing 115 .....	3
Two Dimensional Design 170 .....	2
Three Dimensional Design 140 .....	3
Lettering 131 .....	1
Painting 230 .....	2
Printmaking 360 .....	2
Crafts 352 .....	3
Ceramics 351 .....	3
Sculpture 240 .....	3
Art in Elementary Education 320 .....	2
Arts and Crafts in the Elementary School 322 .....	2
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**CONCENTRATION AREAS <sup>1</sup>**

<b>Painting</b>		<b>Art History</b>	
*Introductory Drawing 115	3 hrs.	*Intro. Visual Arts 103	2 hrs.
*Painting 230	2	*Hist. Western Art 203, 204	6
Advanced Painting 330	3	*Aesthetic Criticism 403	2
Watercolors 331	3	Contemporary Art 303	3
Figure Painting 430	3	American Art 304	3
Research (Painting) 434	1-3	Research (Art Hist.) 404	1-3
<b>Design (Commercial Art)</b>		<b>Sculpture</b>	
Two Dimensional Design 170	2 hrs.	*Three D. Design 140	3 hrs.
*Three Dimensional		*Sculpture 240	3
Design 140	3	Adv. Sculpture 340	3
Advanced Design 370	3	Wood Sculpture 341	3
Commercial Design 371	3	Stone Carving 342	3
**Stage Design 246	3	Metals & Casting 440	3
Research (Design) 474	1-3	Research (Sculp.) 444	1-3
<b>Printmaking</b>		<b>Crafts</b>	
*Introductory Drawing 115	3 hrs.	*Three D. Design 140	3 hrs.
*Printmaking 360	2	*Ceramics 351	3
Adv. Printmaking 361	3	*Jewelry 350	3
Etching 362	3	Adv. Ceramics 354	3
Serigraphy 363	3	Adv. Jewelry 450	3
Woodcut 460	3	Crafts 352	3
Research (Printmaking) 464	1-3	Adv. Crafts 353	3
		Research (Crafts) 454	1-3

<sup>1</sup> Electives are taken in one concentration area to meet program requirements.

\* Basic art requirements of all 1-12 and 7-12.

\*\* Stagecraft and Scene Design 246 is offered through the Division of Languages and Literature.

**MUSIC**

The Music Department offers courses leading to the Bachelor of Arts degree with a major in Music Education.

A teaching field in Music (grades 5-9) is offered for elementary education students, and a minor in Music is available for non-teaching students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

**Special Requirements for Music Majors.** In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain other requirements, specific details of which may be obtained in the office of the department chairman.

**1. Ensemble Participation.** All music majors are required to participate in the appropriate ensemble (Band or Choir) for each and every semester of their college careers for credit or audit.

Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of eight hours of credit may be obtained through ensemble participation.

Qualified students are also encouraged to participate in off-campus performing groups such as the Potomac Symphony Orchestra (Hagerstown, Maryland).

**2. Aural Perception Requirement.** All music majors will be required to demonstrate competence in sight-singing and musical dictation prior to their admission to Music 304, Music 325, and Music 326. Specifics of the requirements and examinations are on file in the department chairman's office.

**3. Piano Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in piano before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block.

**4. Senior Recital or Project.** Music majors who show proficiency as performers are required to appear in a senior recital during the final year, on recommendation of the music faculty. Music majors not presented in senior recital are required to complete a faculty-approved music project of significant proportions.

**5. Attendance at Musical Events.** Music majors and minors are expected to attend college and community concerts, recitals, and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

**MENC Student Chapter.** Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

**Supervised Teaching in Music.** Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL BLOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications which will include character, desire, interest; (2) academic record, specifically in music a 2.5 average for secondary education and 2.3 average for elementary education; (3) successful completion of all required music courses except private applied and ensemble credit; and (4) passing the appropriate level of piano proficiency. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two



summer sessions, during which time it is expected that specified deficiencies will have been corrected.

**Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive Program, Grades 1-12)**

Required hours: 56	
Music as an Art and Science 101 .....	3
Music Theory 102 .....	3
Music Appreciation 112 .....	2
Music Theory 201 .....	3
Counterpoint 202 .....	3
Music Materials and Procedures 227 .....	3
Arranging 303 .....	2
Form and Analysis 304 .....	3
Music History 311, 312 .....	6
Choral Conducting 325 .....	3
Instrumental Conducting 326 .....	3
Applied Music .....	18
Music Ensemble (Band, Choir, etc.) .....	4
Senior Recital or Senior Music Project requirement	56

Note: In addition, Education 426, The Teaching of Music and Ed. Media, three credit hours, is required as a part of the Professional Education Block.

**Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive, Grades 7-12)**

Students wishing to specialize in music, grades 7 through 12 only, may do so by pursuing the course of study prescribed for grades 1 through 12, with the exception of Music Materials and Procedures 227. Education 426, The Teaching of Music and Ed. Media, three credit hours, is required for this program. Supervised Teaching assignments are on the Secondary Level only.

**Curriculum for the Teaching Field in Music (Grades 5-9)**

Minimum required hours: 27	Vocal Instrumental	
Music as an Art and Science 101 .....	3	3
Music Theory 102 .....	3	3
Music Appreciation 112 .....	2	2
Music Materials and Procedures 227 .....	3	3
Choral Conducting 325 .....	3	—
Instrumental Conducting 326 .....	—	3
Applied Music (Minimum of 4 hours on major instrument. Instrumentalists must take 2 hours of Instrumental Group Applied) .....	8	8
Choir or Vocal Ensemble .....	2	—
Band or Instrumental Ensemble .....	—	2
Music elective (Selected from the following:		
Music 312, 316, 411, or 412 .....	3	3
	27	27

Note: In addition, Education 426, The Teaching of Music and Ed. Media, three credit hours, is required.

Keyboard students may pursue either Vocal or Instrumental.

Curriculum for the Non-Teaching Minor in Music

Required hours: 27	
Music as an Art and Science 101 .....	3
Music Theory 102 .....	3
Music Appreciation 112 .....	2
Music Theory 201 .....	3
Music History 311, 312 .....	6
Applied Music .....	6
Music electives (any area) .....	4
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APPLIED MUSIC

Music Education majors are required to take a minimum of eighteen credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Keyboard
Instrumental students .....	12 hours	2 hours	4 hours
Voice students .....	6 hours	8 hours	4 hours
Keyboard students .....	6 hours	2 hours	10 hours

Note: Instrumental students are required to take five hours, and Vocal and Keyboard students three hours of Instrumental Group Applied courses, as a part of the Applied Instrumental commitment.

PRIVATE APPLIED MUSIC

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman. Freshmen must take applied music for lower division credit, regardless of level. Upperclassmen may take applied music for upper division credit on the basis of a performance level of four or better.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.



Shepherd College Choir





Shepherd College Jazz Ensemble





Shepherd College Band

## **COURSE DESCRIPTIONS**

### **ART HISTORY**

#### **31-103. INTRODUCTION TO THE VISUAL ARTS**

Credit, two hours.

An introductory course, required of all students, designed to give insight into the nature of the visual arts and their relationship to contemporary life. A study of the language and functions of painting, sculpture and architecture, the development of styles, aesthetic principles and the ideas of art are surveyed. First and Second Semester.

#### **31-203. HISTORY OF WESTERN ART**

Credit, three hours.

A historical survey of the major development in architecture, sculpture, and painting of the Western World from prehistoric times to the Renaissance. Prerequisite: Art 103. First Semester.

#### **31-204. HISTORY OF WESTERN ART**

Credit, three hours.

A continuation of Art 203 from the Renaissance to the present. Prerequisite: Art 103. Second Semester.

#### **31-300. WORKSHOP IN FOREIGN CULTURES**

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

#### **31-303. CONTEMPORARY ART**

Credit, three hours.

An in depth investigation of the visual arts of the 19th and 20th centuries. A study is made of the history and philosophy of the various movements, their origins and growth, and the relationship of their development to contemporary culture and thought. Prerequisite: Art 204. First Semester.

#### **31-304. AMERICAN ART**

Credit, three hours.

A historical study of American Art since 1700, with an emphasis upon architecture, painting and sculpture. Second Semester.

#### **31-403. AESTHETIC CRITICISM**

Credit, two hours.

An investigation of the aesthetic dimension of the visual arts is made in relation to the studio experience and the history of art, preparing the student to analyze, evaluate and judge a work of art. Prerequisite: Twenty-two hours of Art. First Semester (nine weeks).

#### **31-404. RESEARCH (ART HISTORY)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of art history. The student is expected to investigate an area of art history on the comparative or analytical level. Prerequisite: Thirteen hours of art history. First and Second Semester.



## **STUDIO ART**

### **31-115. INTRODUCTION TO DRAWING**

Credit, three hours.

An introductory course for development of basic drawing skills and practice in the use of various drawing materials. Observation, memory training and composition are stressed to give the student a wide experience and solid base in the art of drawing. First Semester.

### **31-116. DRAWING**

Credit, one hour.

A continuation of the basic drawing and perceptual skills developed in Introductory Drawing. Prerequisite: Art 115. First and Second Semester.

### **31-131. LETTERING**

Credit, one hour.

Instruction and experience in the basic styles of lettering with brush and pen. First Semester.

### **31-140. THREE-DIMENSIONAL DESIGN**

Credit, three hours.

Exploration and development of the formal elements and principles of design in their relationship to the third dimension. Experimental problems are presented. Second Semester.

### **31-170. TWO DIMENSIONAL DESIGN**

Credit, two hours.

The study of design fundamentals involving the elements and principles of visual organization. Varied problems in two dimensional design are presented. First Semester.

### **31-215. DRAWING**

Credit, one hour.

A developmental continuation of the basic skills and perceptions of drawing. Prerequisites: Art 115 and Art 116. First and Second Semester.

### **31-217. DRAWING**

Credit, one hour.

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: Art 115 and Art 116. First and Second Semester.

### **31-230. PAINTING**

Credit, two hours.

An introduction to the materials, philosophies, techniques and processes of the painter. Painting is approached as a creative experience through the study of subject matter, form and content. Prerequisites: Art 115 and Art 170. First Semester.

### **31-240. SCULPTURE**

Credit, three hours.

Introduction to the principles of carving, construction and casting. Prerequisite: Art 140. Second Semester.

### **31-310. DRAWING**

Credit, one hour.

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: Art 217. First and Second Semester.

### **31-330. ADVANCED PAINTING**

Credit, three hours.

A continuation of the skills and techniques developed in Art 230. Compositional experimentation, creative and expressive modes, and evaluation skills are emphasized. Prerequisite: Art 230. First and Second Semester.

### **31-331. WATERCOLORS**

Credit, three hours.

An introduction to the medium of water-color, exploring its possibilities and limitations. Prerequisite: Art 230. First Semester.

### **31-340. ADVANCED SCULPTURE**

Credit, three hours.

A continuation of Art 240. The course is directed toward the further development of skills in sculpture with additional materials and techniques. Prerequisite: Art 240. First and Second Semester.

### **31-341. WOOD SCULPTURE**

Credit, three hours.

Exploration in the techniques and skills of wood sculpture, including carving and lamination. Prerequisite: Art 240. First and Second Semester.

### **31-342. STONE SCULPTURE**

Credit, three hours.

Exploration in the techniques and skills of stone sculpture. Prerequisite: Art 240. First and Second Semester.

### **31-350. JEWELRY**

Credit, three hours.

An understanding of the nature of the art materials and processes involved in the craft of jewelry making are explored. Silver, copper, wood and semi-precious stones are used in executing projects. Prerequisite: Art 170. First Semester.

### **31-351. CERAMICS**

Credit, three hours.

An investigation is made of the forming, decorating, and firing of objects of clay. The experiences include wheel throwing, slab and coil construction, and glazing. Prerequisites: Art 140 and Art 170. Second Semester.

### **31-352. CRAFTS**

Credit, three hours.

This course exposes the student to contemporary crafts. Projects are assigned to execute and research. Prerequisite: Art 170. Second semester.

### **31-353. ADVANCED CRAFTS**

Credit, three hours.

This course takes an in depth study of specific crafts, stressing design. Prerequisite: Art 352. First and Second Semester.

### **31-354. ADVANCED CERAMICS**

Credit, three hours.

A continuation of the skills and techniques developed in Art 351 with the emphasis being a higher technical proficiency and a more creative work. Prerequisite: Art 351. First and Second Semester.

### **31-360. PRINTMAKING**

Credit, two hours.

The basic areas of printmaking are introduced and explored with an emphasis upon the graphic idea. Prerequisites: Art 115 and 170. First Semester.

### **31-361. ADVANCED PRINTMAKING**

Credit, three hours.

A continuation of the skills and techniques developed in Art 360 within the major printmaking areas, with an emphasis upon a more significant graphic idea. Prerequisite: Art 360. First and Second Semester.

### **31-362. ETCHING AND INTAGLIO**

Credit, three hours.

Studio experience in the skills and techniques of etching, intaglio, dry point and aquatint. Prerequisites: Art 140 and 170. First Semester.

### **31-363. SERIGRAPHY**

Credit, three hours.

An in depth studio experience in screen printing. Exploration is made of the basic screen preparations as they apply to the graphic idea. Prerequisite: Art 360. First and Second Semester.

### **31-370. ADVANCED DESIGN**

Credit, three hours.

In depth study of the elements and principles of design. Problems, research and field trips are taken to reinforce understanding. Prerequisites: Art 140 and 170. First and Second Semester.

### **31-371. COMMERCIAL DESIGN**

Credit, three hours.

Development of design concepts relative to advertising through practical projects. Emphasis placed on problems in composition and pictorial organization, layout and lettering. Prerequisites: Art 140 and 170. First Semester.

### **31-400. STUDIO PROBLEMS**

Credit, three hours.

A course providing an opportunity for students that have encountered major difficulties in foundation art courses to concentrate on those difficulties and thereby increase their proficiency. Prerequisite: Twenty-two hours of art. First and Second Semester.

### **31-410. DRAWING**

Credit, one hour.

A developmental continuation of the skills and perceptions of drawing. Prerequisite: Art 310. First and Second Semester.

### **31-430. FIGURE PAINTING**

Credit, three hours.

An in depth study of the figure is made with a concentration on composition, form, and content. Prerequisite: Art 230. Second Semester.

### **31-434. RESEARCH (PAINTING)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of painting. An opportunity is thus provided for the student to pursue a specific area of painting on a meaningful level. Prerequisite: Five hours of painting. First and Second Semester.



**31-440. METALS AND CASTING**

Credit, three hours.

Exploration and development in the techniques and skills of oxy-acetylene welding and metal casting by the lost wax method. Prerequisite: Art 240. First and Second Semester.

**31-444. RESEARCH (SCULPTURE)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of sculpture thereby providing an opportunity to pursue a specific area of sculpture on a meaningful level. Prerequisite: Six hours of sculpture. First and Second Semester.

**31-450. ADVANCED JEWELRY**

Credit, three hours.

Concentrating on design, the student explores in depth processes, such as gem cutting, enameling, casting etc. Prerequisite: Art 350. First and Second Semester.

**31-454. RESEARCH (CRAFTS)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of crafts, thereby providing an opportunity for the student to pursue a specific area of crafts on a meaningful level. Prerequisite: Nine hours of crafts, ceramics and/or jewelry. First and Second Semester.

**31-460. BLOCK PRINTING**

Credit, three hours.

An in depth studio experience in the area of relief printing with a concentration in the wood cut and wood engraving. Prerequisite: Art 360. First and Second Semester.

**31-464. RESEARCH (PRINTMAKING)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of printmaking. The student is expected to experimentally pursue an aspect of the printmaking area on a significant level. Prerequisite: Eleven hours in the printmaking concentration. First and Second Semester.

**31-474. RESEARCH (DESIGN)**

Credit, one to three hours.

An upper division course designed as a culminating experience within the concentration area of design, thereby providing an opportunity to pursue a specific area of design on a meaningful level. Prerequisite: Eight hours of design. First and Second Semester.

**ART EDUCATION****31-320. ART IN ELEMENTARY EDUCATION**

Credit, two hours.

A course designed to develop an understanding of the need and purpose of art on the elementary level, and the methodology of elementary art education. Perception and aesthetic learning relative to the developmental level of the child are investigated in order to provide the necessary foundation upon which to structure a meaningful art program. First Semester.

**31-322. ARTS AND CRAFTS FOR THE ELEMENTARY SCHOOL**

Credit, two hours.

Emphasis is placed upon the meaningful art experiences that can be presented to the elementary child. The development of a greater aesthetic sensi-

tivity, experiences in perceptual activities and a knowledge of art materials and processes are basic to the course. Prerequisite: Art 320. Second Semester.

**21-427. THE TEACHING OF ART & EDUCATIONAL MEDIA (Ed. 427)**

Credit, three hours.

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent research within the field. Prerequisite: Second Semester Junior. Second Semester.

**21-480. ART MATERIALS & PROCEDURES**

Credit, two hours.

A lab type course concerned with the materials, methodology and sequence of secondary art. Practical experience is provided in unit construction and creative teaching. Prerequisite: Ed. 427. First Semester (nine weeks).

## **MUSIC THEORY**

**32-100. MUSIC AS AN ART AND SCIENCE**

This is the basic music theory course required of all elementary education majors. Reading, writing, and playing music are the basic activities. Rhythmic notation, scales, triads, seventh chords, non-harmonic tones, and modulation are presented through programmed instruction and lecture. Individual projects in writing and performing music are required. Two hours each semester.

**32-101. MUSIC AS AN ART AND SCIENCE**

This is the basic music theory course required of all music curriculum students. Generally, it covers the same material as Music 100 (described above), but in greater depth. In addition, much emphasis is placed on harmonic part-writing. Three hours, plus one-hour lab (non-credit), First Semester.

**32-102. MUSIC THEORY**

A study of harmonic progressions in four-part texture involving the use of diatonic triads and seventh chords and their inversions, non-harmonic tones and modulation to related tonal centers. Sight-singing and dictation are included, and creative writing is emphasized. Prerequisite: Music 101. Three hours, plus one hour lab (non-credit), Second Semester.

**32-201. MUSIC THEORY**

A study of harmonic progressions involving the use of altered triads and seventh chords, augmented sixth chords, modulation to more remote tonal centers, and four-part chorale harmonizations using the complete harmonic equipment as found in the Bach chorales. Also a survey of the evolution of modern harmonic systems, techniques, and devices. Sight-singing and dictation are included, and creative writing is emphasized. Prerequisite: Music 102. Three hours, First Semester.

**32-202. COUNTERPOINT**

A study of the practice and techniques of the contrapuntal art of the 18th century, and an investigation of the invention, chorale prelude, fugue, and other polyphonic forms. Creative writing is emphasized. Prerequisite: Music 201. Three hours, Second Semester.

**32-303. ARRANGING**

The study of the transpositions, ranges, registers, timbres and idiomatic writing for standard orchestral and band instruments, and practical work in arranging for large and small choral and instrumental ensembles. Two hours, First or Second Semester.

**32-304. FORM AND ANALYSIS**

The analysis and composition of homophonic forms from the simple phase through the one-movement forms, and a survey of the larger musical structures. Both vocal and instrumental forms are studied. Prerequisite: Music 201. Three hours, First or Second Semester.

**MUSIC HISTORY AND LITERATURE****32-111. MUSIC APPRECIATION**

This course is required of all students as a general education requirement. It is designed to develop an appreciation and understanding of the significance of music in our civilization, and to help the student in the cultivation of intelligent listening habits. Important terminology, styles, forms, composers, compositions, and trends are considered. Two hours, each semester.

**32-112. MUSIC APPRECIATION**

This course fulfills the general education requirement for music, but is limited to music majors, minors and teaching field students. It covers the same material as Music Appreciation 111, but in greater depth. In addition, sections on acoustics, musical analysis and music notations are included. The course aims at providing the student with the critical listening habits and pertinent knowledge basic to a future specialization in music. Two hours, First Semester.

**32-300. WORKSHOP IN FOREIGN CULTURES**

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructors. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

**32-311. MUSIC HISTORY**

A study of the evolution of the musical art from antiquity through the early Christian, Romanesque, Gothic, Renaissance, and Baroque periods. Three hours, First Semester.

**32-312. MUSIC HISTORY**

A study of music and musicians of the Classical, Romantic and Modern periods, with an extensive survey of the contemporary scene. Three hours, Second Semester.

**32-316. CHORAL LITERATURE**

A study of the evolution of important forms of choral literature, with special emphasis given to the Cantata, Mass, Oratorio and Passion. Interrelations between text and music and the art of choral arranging are also considered. Three hours, every other year.

**32-411. SYMPHONIC LITERATURE**

A study of the evolution of important forms of symphonic literature, with special emphasis given to the Symphony and the Concerto. The development of the modern orchestra, and the art of orchestration are also considered. Three hours, every other year.

**32-412. OPERA**

The study of the evolution of the standard types of operatic form from the early Baroque period to the contemporary scene. Selected operas regarded as especially important are analyzed. Three hours, on demand.



**32-421. MUSIC RESEARCH AND INDEPENDENT STUDY**

Qualified juniors or seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty advisor. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog. One to three hours.

**MUSIC EDUCATION**

**32-226. MUSIC MATERIALS AND PROCEDURES**

This course is required of all Elementary Education majors and is a study of the music program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments, and for creative experiences. Prerequisite: Music 100 or 101. Three hours, each semester.

**32-227. MUSIC MATERIALS AND PROCEDURES**

This course is required of all 1-12 Music Education majors and for those Elementary Education majors who have selected a Teaching Field in Music, Grades 5-9. Generally, it covers the same material as Music 226, but in greater depth. Additionally, more emphasis is placed on learning theories for the elementary school child, and recent pedagogical approaches such as Orff and Kodaly are introduced. An evaluation of current music series books and other materials is made, and comprehensive programs that provide continuous growth and direction from pre-school through the elementary grades are designed. Prerequisite: Music 102. Three hours, First or Second Semester.

**32-325. CHORAL CONDUCTING**

A study of the problems of the choral conductor: conducting skills, organization, seating, repertoire, rehearsal and performance, the use of accompaniment, interpretive analysis of vocal literature (both sacred and secular), and how to select and build a choral library. Opportunities given for practical experience in conducting. Prerequisite: Music 102. Three hours, First or Second Semester.

**32-326. INSTRUMENTAL CONDUCTING**

A study of the art and technique of directing instrumental groups. Included are such considerations as score-reading, baton techniques, style, interpretation, rehearsal procedures, and practical experience directing college instrumental ensembles. Prerequisite: Music 102. Three hours, First or Second Semester.

**32-329. MUSIC EDUCATION WORKSHOP**

A workshop designed to meet problems in music pedagogy pertinent to elementary teachers. Special emphasis is placed on the study of new materials and teaching techniques. One hour, on demand (summer only)

**32-330. WORKSHOP IN CLASSROOM INSTRUMENTS**

The study and playing of simple classroom instruments (Auto-harp, Guitar, Recorder and Song Flute, Melody Bells, Chord-Piano, and Rhythm instruments). Emphasis placed on scoring as well as improvisation of accompaniment. Prerequisite: Permission of the instructor. Two hours, on demand or during summer session.

**32-335. MARCHING BAND TECHNIQUES**

Organization of the marching band, rehearsal procedures, street and parade marching, field shows of all types, formation charting, precision-drill charting and music arranging for the marching band. Two hours, First Semester.

**32-427. INSTRUMENT SURVEY AND REPAIR**

A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band and orchestral instruments is an important part of the course. A general review of the instruments is included. Prerequisite: Permission of the instructor. Two hours, on demand.

**21-426. THE TEACHING OF MUSIC AND ED. MEDIA (Education 426)**

A methods course in music for the secondary level (see Professional Education block requirements). Prerequisites: Music 325 or Music 326. Three hours, First or Second Semester.

**MUSIC ENSEMBLE**

Ensemble work may be taken for credit or audit and the general college student is encouraged to participate. The same course number can be taken several times for credit. A maximum of eight hours of credit may be granted for ensemble participation.

**32-250, 350. BAND**

The reading and performance of band literature, and the participation in campus and off-campus concerts and programs. Activities will include marching band during football season each Fall. Open to all college students by permission of the instructor. One hour, First and Second Semester.

**32-260, 360. CHOIR**

Choral literature from all periods of music history are studied and performed in campus and off-campus concerts and programs. Open to all college students by permission of the instructor. One hour, First and Second Semesters.

**32-420. PERCUSSION ENSEMBLE**

Emphasis placed on multiple-percussive techniques and literature. For a maximum of thirteen members. Prerequisite: Permission of the instructor. One hour, First and Second Semester.

**32-430. WOODWIND ENSEMBLE**

This course involves a study and performance of woodwind chamber music using a variety of instrumentations. Prerequisite: Permission of the instructor. One hour, First and Second Semesters.

**32-440. BRASS ENSEMBLE**

Emphasis placed on a study of contemporary and Renaissance literature. For from three to twenty members. Prerequisite: Permission of the instructor. One hour, First and Second Semester.

**32-450. JAZZ ENSEMBLE**

This course involves a study and performance of contemporary Jazz-rock music with an emphasis on idiomatic phrasing, improvisation and interpretation. Open to all college students by permission of the instructor. One hour, First and Second Semesters.

**32-460. SINGING SHEPHERDS**

A course designed to give voice and other music students experience in professional "pop" singing techniques. Open to music majors by permission of the instructor. Open to other students by audition-interview with the instructor. Prerequisite: Two semesters of Choir. One hour, First and Second Semesters.

### **32-470. CHAMBER SINGERS**

This elite performing organization consists of 10-16 members and is primarily concerned with achieving advanced excellence in ensemble balance, rapport, technique and style. Literature is largely from the Renaissance Period, though later works appropriate for a small group are also used. Open to all college students by permission of the instructor. One hour, First and Second Semesters.

### **32-480. MASTERWORKS CHORALE**

Open to all campus and community singers as an opportunity to study and perform large choral works. One hour.

## **GROUP APPLIED MUSIC**

### **32-135, 136. CLASS PIANO**

This course is designed for beginning students of piano, who as members of a group, can profit from each other in solving initial problems related to keyboard performance. Prerequisite: Permission of the instructor. One hour, first and second semesters.

### **32-137, 138. VOICE CLASS**

This course is designed for the beginning student of voice. Voice placement, breathing, tone, diction, phrasing and other vocal skills are stressed through the use of correlated group vocalization and song literature. Prerequisite: Permission of the instructor. One hour, First and Second Semesters.

### **32-139. GUITAR ACCOMPANIMENT**

A course designed to provide the student with the knowledge and skill necessary to accompany simple songs on the guitar. Course content consists of basic guitar techniques, triadic chords in open position, bar technique, and transposition with and without the capo. A variety of strumming and picking techniques are included, together with guidance in the selection of an accompaniment-type guitar. One hour, First or Second Semester.

## **INSTRUMENTAL GROUP APPLIED MUSIC**

### **32-230. WOODWINDS**

The study of general problems related to the clarinet and saxophone families. Students learn to play representative instruments. One hour, First or Second Semester.

### **32-231. WOODWINDS**

The study of general problems related to the flute, oboe, and bassoon. Students learn to play these instruments. One hour, First or Second Semester.

### **32-232. BRASS**

The study of general problems related to the brass instruments. Students learn to play representative instruments of the family. One hour, First or Second Semester.

### **32-233 STRINGS**

The study of general problems related to the strings. Students learn to play representative instruments of the family. One hour, First or Second Semester.



**32-234. PERCUSSION**

The study of general problems related to the percussion instruments. Students learn to play representative instruments of the family. One hour, First or Second Semester.

**PRIVATE APPLIED MUSIC**

**32-161. PIANO**

Levels one through three.

**32-361. ADVANCED PIANO**

Levels four through six. Private piano instruction is offered on all levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles found in the piano literature. One or two hours each semester.

**32-165. ORGAN**

Levels one through three.

**32-365. ADVANCED ORGAN**

Levels four through six. Private organ instruction is offered on all levels, and deals with the idiomatic problems of techniques and interpretation characteristic of this instrument as found in the standard literature. One or two hours each semester.

**32-171. VOICE**

Levels one through three.

**32-371. ADVANCED VOICE**

Levels four through six. Vocal instruction is offered on all levels. Individual proficiency stressed in tone placement, phrasing, diction, and other vocal skills. Voice Class or permission of the instructor. One or two hours each semester.

**32-181. BRASS INSTRUMENT**

Levels one through three.

**32-381. ADVANCED BRASS INSTRUMENT**

Levels four through six. Private brass instruction is available on all levels for the trumpet, French horn, trombone, baritone horn and tuba. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

**32-185. PERCUSSION INSTRUMENT**

Levels one through three.

**32-385. ADVANCED PERCUSSION INSTRUMENT**

Levels four through six.

Private percussion instruction is available on all levels for the student interested in becoming a serious percussionist in such standard ensemble groups as the orchestra, band, brass & percussion ensemble and so forth. Special emphasis is placed on the snare drum and tympani. One or two hours, each semester.

### **32-191. WOODWIND INSTRUMENT**

Levels one through three.

### **32-391. ADVANCED WOODWIND INSTRUMENT**

Levels four through six.

Private woodwind instruction is available on all levels for the flute, clarinet, saxophone, oboe and bassoon. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

### **32-195. STRING INSTRUMENT**

Levels one through three.

### **32-395. ADVANCED STRING INSTRUMENT**

Levels four through six.

Private instruction is available for the violin, viola, cello and string-bass. Individual proficiency is developed through the study of such problems as fingering, bowing, intonation and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

## **SENIOR RECITAL AND SENIOR MUSIC PROJECT**

(Specific details can be obtained in the office of the department Chairman.)

### **32-497. SENIOR RECITAL**

\*(Instrumental, Voice or Keyboard). A public, solo recital presented by a senior music major who evidences proficiency on his major instrument(s). Preparation is under the guidance of the appropriate music staff member, and is in addition to other applied credit for which a student might be enrolled concurrently. The recital must reflect quality literature, and must be a minimum of one-half hour in length. It may be combined with a Music Project in which the recital element is predominant. Prerequisite: selection by the music staff. One hour, either semester of the senior year.

### **32-498. SENIOR MUSIC PROJECT**

\*(Instrumental, Voice or Keyboard). A project of significant proportions by a senior music major not involved in a Senior Recital, or who is working on a combined Project-Recital in which the project element is predominant. Preparation is under the guidance of the appropriate music staff member, and is in addition to other applied credit for which a student might be enrolled concurrently. The project must evidence a high degree of applied or creative musicianship, must be a minimum of twenty minutes in length, and must be presented before an audience. Prerequisite: project approval by the music staff. One hour, either semester of the senior year.

\* Note: The applied music category will be listed after Senior Recital and Senior Music Project for the purpose of indicating the proper performing areas of applied music credit as related to the breakdown for Instrumental, Voice and Keyboard majors found in this catalog at the beginning of the "Applied Music" section.

## Division of Education



**Dr. Carroll W. Palmer, Division Chairman**

The Division exists to prepare people for competent professional service in the public schools and related areas, and to develop the knowledge, skills and critical ideas on which significant educational growth depends. The Division achieves this broad goal in a variety of ways; it provides historical and philosophical perspectives that bear on an understanding of the nature of the learner and of learning, it develops the technical and human skills necessary for effective teaching, and it concerns itself with the growth in professional understanding and attitudes of future teachers.



- KATIE JO HICKS BEGOLE, Assistant Professor of Home Economics, and Department Head. B.S., Concord College, 1956; M. Ed., Virginia Polytechnic Institute, 1963. (1971)
- WILLIAM M. BOYD, Assistant Professor of Education. B.A., Rutgers University, 1965; M.A., Fairleigh Dickinson University, 1967; M.S., 1969; Ph. D., 1970, University of Massachusetts. (1972)
- JAMES A. BUTCHER, Professor of Education and President. A.B., Glenville State College, 1953; M.A., West Virginia University, 1955; Ed. D., The American University, 1966. (1967)
- ROBERT ALAN CLEMINSON, Assistant Professor of Education. B.E., 1964; M.A., 1968, University of Wisconsin; Ph. D., University of Iowa, 1972. (1972)
- BILLY RAY DUNN, Associate Professor of Education, and Coordinator of Educational Field Services and Alumni Affairs. B.S., 1956; M.S., 1962, West Virginia University; Ed. D., Ball State University, 1973. (1969)
- CHARLES H. FREELAND, Assistant Professor of Education. A.B., Shepherd College, 1959; M.A., West Virginia University, 1961. (1963)
- EARL ERIE HENDERSON, Associate Professor of Education, and Administrative Assistant to the President. B.S., East Tennessee State University, 1948; M.S., Indiana University, 1950; Ed. D., The American University, 1968. (1968)
- ARRETA JARANKO, Professor of Education. B.S., Fairmont State College, 1957; M.A., 1961; Ed. D., 1966, West Virginia University. (1971)
- MARTHA LYNN MALONEY JOSEPHS, Field-Based Professor. B.A., 1944; M.A., 1948, Marshall University. (1969)
- JUDY TEETS KEPPLER, Assistant Professor of Home Economics. B.S.H.E., 1965; M.S., 1968, West Virginia University. (1968)
- JOHN PATRICK KING, Associate Professor of Education. B. Ph., Lateran University, Rome, Italy, 1960; M. Sc., 1967; Ph. D., 1970, University of Wisconsin. (1970)
- ROBERT L. KIRK, Associate Professor of Education. B.A., 1951; M.A., 1953, Andrews University; Ed. D., 1974, The American University. (1967)
- JOHN E. KNIPE, Associate Professor of Education. A.B., Shepherd College, 1934; A.M., 1942; Ed. D., 1970, George Washington University. (1968)

CARROLL WILLARD PALMER, Professor of Education, Director of Teacher Education, and Chairman, Division of Education. B.S., Ohio Northern University, 1941; M.A., University of Alabama, 1952; Ed. D., Teachers College, Columbia University, 1954. (1969)

KENNETH RILEY, Associate Professor of Education. B.S., Arkansas State Teachers College, 1948; M.S., University of Kentucky, 1950. (1956)

PATRICIA T. STEALEY, Adjunct Professor of Home Economics. B.S., 1963; M.A., 1967, West Virginia University. (1969)

MARGARET H. SWANN, Assistant Professor of Education. B.A., West Virginia University, 1937; M.A., Marshall University, 1960. (1969)

## SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken. 2) "C" or better grades in English 101, 102, and Speech 202, 3) demonstrated promising scholarship in their field(s) of specialization, 4) exhibited interest in professional activities, and 5) no personality traits or physical handicaps which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

## THE PROFESSIONAL BLOCK

The professional block is a semester of professional education courses taken during the teacher candidate's senior year. **No other courses or extracurricular activities may be scheduled if they would interfere with the pursuit of course work of the block.** Exceptions to this policy require permission from the Chairman of the Division of Education, the Academic Dean and the chairman of the division in which the course or activity is scheduled.

Effective August 1972 any Shepherd College student must satisfactorily complete a minimum of eight (8) semester hours of work in his first teaching field and six (6) semester hours of work in his second teaching field at Shepherd College, before he can be considered for admission to the Professional Block.

Permission to enroll in the professional block is granted by the Committee to those teacher candidates who possess unqualified status in the program and who have: (1) an average of 2.00 or above in all courses, (2) an average of \*2.30 or above in their elementary education teaching field and an average of 2.50 or above in their secondary education teaching field(s) (this includes all courses attempted in the area), (3) an average of 2.00 or above in all professional education courses, (4) a minimum mark of "C" in English 101, 102, and Speech 202, (5) a minimum of 90 hours of course work. Satisfactory completion of Education 200, 301, and 302 is prerequisite for admission to the Block. Effective September 1968, no student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Director of Teacher Education and the Academic Dean that Directed Teaching be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years and who are willing to substitute work in either Problems of Elementary Education or Problems of Secondary Education for the actual Directed Teaching.

\* The requirements for areas of specialization are effective with students entering under the 1973 catalog.

Courses offered in the professional block include:

Elementary		Secondary	
Required:		Required:	
Ed. 402	3	Ed. 404	4
Ed. 403	3	Ed. 455, 456, 457	6
Ed. 450, 451, 452, 453	6		

A minimum of 22 hours in professional courses is required: a maximum of 28 hours is allowed. Persons qualifying for a Professional Certificate valid for Early Childhood through Grade 6 shall complete a minimum of 80 semester hours of nonprofessional credit.



## TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, junior high schools, elementary schools and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

- 1) They may elect to specialize in one teaching field and enroll in what is termed a "comprehensive" program. The College offers "comprehensive programs in the following teaching fields:

Art	Physical Education, Health
Business Education	Education and Safety
Music (grades 1-12)	Education (7-12)
Music (grades 7-12)	Social Studies
Home Economics	Biology and Gen. Sci.
Language Arts	Chemistry and Gen. Sci.
Physical Education	Physical and Gen. Sci.
Health Education and	Mathematics
Safety Education (1-12)	

- 2) They may elect to specialize in two teaching fields and enroll in two programs termed "non-comprehensive". The differences in the comprehensive and non-comprehensive programs are apparent when the course requirements are compared. The College offers "non-comprehensive" programs in the following teaching fields:

Business Principles	Health Education (1-9)
Secretarial Studies	Health Education (1-12)
Art (grades 1-12)*	English
Art (grades 7-12)	Speech
Physical Education (1-12)	School Librarian
Physical Education (7-12)	General Sci. 7-9
Safety Education (7-12)	Mathematics
Health Education (7-12)	

\* Students electing Art (grades 1-12) may elect a teaching field listed under the elementary teaching fields.

Students aspiring to teach in elementary schools elect one of the fields listed below as an area of specialization. These fields are not to be confused with "comprehensive" or "non-comprehensive" programs, for they are designed for those students with a specialization at the 5-9 grade levels. The fields:

Art	Speech
Music (vocal)	School Librarian
Music (instrumental)	Social Studies
Physical Education (1-9)	Science
Home Economics	Mathematics
Language Arts	

Students aspiring to teach in pre-school programs of the kindergarten will pursue the elementary education program and elect **EARLY CHILDHOOD EDUCATION** as their field.

### **Alternate Program in Elementary Education (Experimental)**

An alternate program for students preparing to teach in elementary schools became available on an experimental basis in August 1972. This program begins in the second semester of the student's sophomore year and continues throughout the remainder of his under-graduate program. Field experiences and seminars in each of the areas normally taught by elementary teachers replace the Integrated Methods, the Teaching of Reading and a portion of the concentration of student teaching. The hypothesis in the study is that elementary teachers will perform their functions in a much more effective manner if they have had more laboratory experience and have had it over a much longer period of time. In this program 21-402, 403, 450, 451, 452, 453 and 442 are eliminated from the student's program and are replaced by 21-201, 314, 315, 410 and 411.

## **CERTIFICATION OF TEACHERS**

### **Application, Recommendation, and Renewal**

Each teacher, in order to be eligible to teach in West Virginia and to receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

The Professional Certificate must be recommended by a college. For the Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

Recommendations for original permits, reissuance of permits, special permits and all renewals are made through the county superintendent. For reissuance of an emergency permit, a teacher holding such a permit must complete six semester hours of required work with a "C" average, subsequent to the issuance of his last emergency permit. Failure to observe this regulation will cause a lowering of the grade of permit and a consequent decrease in pay.

Before a teacher will be eligible for a renewal of his Professional Certificate he must (1) complete six semester hours of credit in accordance with an approved institution within the five-year period immediately preceding the date of application for renewal, or present evidence that he:

- a. has been granted a master's degree
- b. has approved travel credit
- c. has credit for six months of military service or
- d. is sixty years of age.

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department if received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO SEE THAT HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. Requirements for the various certificates may be obtained from the Office of the Registrar.

### **Scholarship Requirements for all Certificates**

A "C" average is required: (1) on the total college credits earned; (2) on the hours earned in professional subjects; (3) a 2.3 average in each of the elementary teaching fields and a 2.5 average in each of the secondary teaching fields. C grades are required in each of the three basic English courses.

### **Extension and Correspondence Credit**

The amount of extension and correspondence credit allowed for certification is: Professional Certificate—28 hours.

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

### **Maximum Credit Allowed for Teachers in Service**

Within the school year, a teacher in service may earn a maximum of twelve semester hours of credit. No more than six semester hours can be earned in any one semester.

### **Changes from Elementary to Secondary Certificates:**

1. Teachers holding the regular Professional Elementary Certificate who desire to qualify for a regular Professional High School Certificate shall meet the regular teaching field requirements or qualify under the revised program outlined in the current State Certification Bulletin. The semester hours in professional courses, exclusive of strictly elementary education courses, shall include five hours in directed teaching on the high school level or three hours in directed teaching on the high school level and three years of successful teaching experience and a total of six hours in advanced educational psychology and secondary principles, methods and management.



2. Scholastic and other requirements now authorized by the West Virginia Board of Education for the Professional High School Certificate shall remain in effect.

### **Duplicate Certificates**

A certificate can be duplicated only in case of permanent loss or destruction. A \$1.00 fee is required. A certificate which has expired cannot be duplicated.

### **Validity of Certificates**

Professional and Provisional Professional Elementary Certificates are valid in the first nine grades of the public school. Completion of Early Childhood Education concentration qualifies students for certification K through grade 6.

High School Certificates are valid in the junior and senior high schools only with the following exception:

Professional and Provisional Professional High School Certificates are valid in the elementary schools for those teachers who have had at least one year's experience as a regular teacher in the elementary schools prior to June 30, 1934.

The Public School and Special Nonacademic Certificates are valid in all twelve grades of the public schools.

### **Substitute Teachers**

Substitute teachers are certified on the same basis as teachers regularly employed.

### **Revocation of Certificates**

Any certificate issued by the West Virginia Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided the teacher is given notice in writing and an opportunity to appear in his defense.

### **College Residence Requirements for Certification**

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements or complete the courses in directed teaching and methods in the institution making the recommendation, providing that all other requirements are met.

## **THE COOPERATIVE TRAINING PROGRAM**

A program for the preparation of teachers of the deaf and blind jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind, Jack Brady, Supt.

### Faculty Teaching Courses in the Education of the Deaf

Mr. Dan Haught, Mr. Robert Linzey and Mrs. Annette Thompson

### Faculty Teaching Courses in the Education of the Blind

Mr. Charles Boyes, Mr. Seldon Brannon and Mr. Max Carpenter

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia Schools for the Deaf and the Blind at Romney is substituted for the regular Professional Block.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

## THE EARLY CHILDHOOD EDUCATION PROGRAM

Students aspiring to teach in pre-school programs, i.e., kindergarten, must fulfill all requirements for the Bachelor of Arts in Elementary Education with a minor concentration in Early Childhood Education. This concentration consists of:

Psychology of the Pre-school Child (Ed. 306) .....	3 hrs.
Organization and Administration of Early Childhood Education Programs (Ed. 308) .....	3 hrs.
Early Childhood Education Practicum (Ed. 400, 401) .....	6 hrs.
Speech Correction (Speech 330) .....	3 hrs.

Students successfully completing this program will be eligible for the Professional Elementary School Certificate validated for grades 1 through 9 with the additional endorsement for nursery school and kindergarten.

## PSYCHOLOGY

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

### Curriculum for a Minor in Psychology

Total hours required .....	24
Required courses: 21 hrs.	
General Psychology 103, 104 .....	6
Human Development—Ed. 301, 302 .....	6

Social Psychology 205 .....	3
Psychology of Mental Health 302 .....	3
Tests and Measurements—Ed. 415 .....	3
Electives: 3 hrs.	
Abnormal Psychology 360 .....	3
Psychology of Personality 310 .....	3

## **PROGRAM FOR THE PREPARATION OF EDUCATIONAL AIDES**

Mrs. Martha Josephs, Director, Career Opportunities Program, and faculty from other Divisions as the course content directs.

In cooperation with the eight RESA VIII counties and the various Federal programs that encourage the use of instructional aides, Shepherd College has a sixty-four-hour program for para-professionals who work as instructional aides. This is basically an on-the-job learning program supported by the Career Opportunities Program (USOE) and LEAs.

Admission to the program requires admission to Shepherd College, certification of employment by county superintendent of schools, commitment of assignment by the school principal and approval by the advisory committee for COP.

Six courses designed especially for instructional aides are required. The remainder of the sixty-four semester hours are prescribed from the general education and teacher preparation courses in accordance with the needs of the individual.

Through an approved experimental program in teacher preparation, aides completing the sixty-four hour program may, by a lattice transfer, continue in a teacher preparation program by meeting the requirements for the selected program.

## **HOME ECONOMICS**

Students are offered the opportunity to:

### **A. Major in General Home Economics.**

A student majoring in general home economics is helped to recognize that continual evaluation of family and individual goals, values, and philosophies should occur relative to the socio-economic changes in society. The general home economics major will be able to select a minor field of study which greatly enhances the student's career possibilities. Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science Degree.

### **B. Teaching Field in Home Economics—Secondary.**

The home economics education major is provided with experiences to increase knowledge and skill in preparation for



teaching home economics in public school grades 7-12. Home economics education majors will not pursue a minor field of study; however, the students have an opportunity to select several elective courses. Upon satisfactory completion of curriculum requirements, the home economics education major is awarded a Bachelor of Arts Degree.

### C. Teaching Field in Home Economics—Elementary.

Elementary education majors may elect a minor in home economics education. Upon completion of course requirements, the student will be certified to teach home economics in grades 5-9 in public schools.

All Shepherd College students may elect courses in home economics for personal enrichment and as a supplement to other vocations.

## CURRICULA COURSE REQUIREMENTS

A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 103 and 104 will be substituted for the science requirement.

COURSES	Curricula		
	A	B	C
Textiles 101 .....	3	3	3
Clothing 102 .....	3	3	3
Food and Nutrition for the Family 201 .....	3	3	3
Food and Meal Management 202 .....	3	3	
Marriage Relations 300 .....	3	3	3
The Family, Sociology 303 .....	3	3	
Advanced Clothing 301 .....	3	3	
Child Development 304 .....	3	3	3
Home Equipment 305 .....	2	2	
Home Furnishings 306 .....	3	3	3
Home Management 307 .....	2	2	
Housing 308 .....	3	3	
Nutrition 318 .....	3	3	3
Consumer Economics 403 .....	3	3	3
Home Management Residence 405 .....	3	3	
Electives with Consent of Advisor .....		6	
Methods of Teaching Home Economics at the Secondary Level, Education 428 .....		4	
Methods of Teaching Home Ec at the Adult Level 429 .....		2	
	<hr/> 43	<hr/> 55	<hr/> 24

## HOME ECONOMICS MINOR

	Hours
25-101 Textiles .....	3
25-102 Clothing .....	3
25-201 Food and Nutrition for the Family .....	3
25-300 Marriage Relations .....	3
25-304 Child Development .....	3
25-306 Home Furnishings .....	3
25-318 Nutrition .....	3
25-403 Consumer Economics .....	3
Total	<hr/> 24

## **COURSE DESCRIPTIONS**

### **PROFESSIONAL EDUCATION**

#### **21-200. FOUNDATIONS OF AMERICAN EDUCATION**

Credit, three hours.

First course in professional education and required of all Teacher Education candidates. Application for admission to a program in Teacher Education will be made while students are enrolled in this course. One of the primary objectives of this course will be to explore and observe the professional life of teachers in public education. The course content will center around trends in American education and how the history and philosophy of education in America has emerged. Students will be expected to carry out a self appraisal to decide their future in teacher education. This will be based in part upon an examination of the requirements for entering and remaining in the educational program and upon the professional and academic demands in the courses ahead.

#### **21-201. FIELD EXPERIENCE AND SEMINAR IN PHYSICAL EDUCATION**

Credit, two hours.

A laboratory course which will permit the student to work one full day each week in an elementary school classroom. He will especially work with children in the field of physical education and will attend one seminar on physical education each week for the semester. Prerequisite: 21-200.

#### **21-301. HUMAN DEVELOPMENT**

Credit, three hours.

A course designed to acquaint teacher candidates with the physical, social, emotional and mental growth and development of children and adolescents. Required of all students in the teacher education program. Prerequisite: Ed. 200.

#### **21-302. HUMAN DEVELOPMENT**

Credit, three hours.

Course content emphasizes a theory of learning, appraisal of student progress, products of the teaching-learning process and the causal factors of behavior. Required of all students in the teacher education program. Prerequisite: Ed. 200.

#### **21-305. AUDIO-VISUAL AIDS**

Credit, three hours.

The history and philosophy of audio-visual instruction; the proper use of multi-sensory materials and equipment and the utilization of community resources. The major portion of the time will be devoted to planning for the use of such materials in actual teaching situations. This course may be taught in summer sessions for teachers who have not completed one of our special methods and educational media courses. Prerequisites: Ed. 200, 301 and 302.

#### **21-306. PSYCHOLOGY OF THE PRE-SCHOOL CHILD**

Credit, three hours.

A course designed to instill knowledge relevant to the physical, social, emotional and mental development during the first six years of life. The course concerns itself with those inherited and acquired influences which contribute to normal and deviant personality development of the pre-school child. Prerequisites: Ed. 200, 301, and 302.

**21-308. ORGANIZATION AND ADMINISTRATION OF EARLY CHILDHOOD EDUCATION PROGRAMS**

Credit, three hours.

A course designed to acquaint the teacher candidate with the aims and content of the curriculum of pre-school educational programs. Prerequisites: Ed. 200, 301 and 302.

**21-310. EDUCATIONAL SOCIOLOGY**

Credit, three hours.

An analysis of education using basic sociological concepts. Focus on teaching as a social role, school-community relationships, values in the classrooms, the school and minority groups, pressure groups and organizations in education.

**21-313. HISTORY AND PHILOSOPHY OF EDUCATION**

Credit, three hours.

A study of the historical and philosophical background and development of modern American education and its European backgrounds.

**21-314. FIELD EXPERIENCE AND SEMINAR IN SOCIAL SCIENCE**

Credit, three hours.

A field experience which will allow the student to assist an elementary teacher one full day each week. His laboratory experience should concentrate on work in the social sciences and he will attend two seminars on social science each week for the semester. Prerequisites: 21-200, 201.

**21-315. FIELD EXPERIENCE AND SEMINAR IN SCIENCE AND MATHEMATICS**

Credit, three hours.

An elementary school laboratory experience in which the student assists a teacher for two full days each week for a semester. The students' activities should revolve around the teaching of science and mathematics and he will attend two seminars each week on the two areas of specialization. Prerequisites: 21-200, 201, 301, 314.

**21-400. EARLY CHILDHOOD EDUCATION PRACTICUM**

Credit, three hours.

A course designed to acquaint students with methods and materials appropriate to the teaching of pre-school children. Prerequisites: Ed. 200, 301, 302.

**21-401. EARLY CHILDHOOD EDUCATION PRACTICUM**

Credit, three hours.

A laboratory course incorporating assimilation of those methods unique to pre-school programs and a practicum of observation and participation in pre-school laboratory experiences. Prerequisites: Ed. 200, 301, 302 and 400.

**21-402. PRIMARY & INTERMEDIATE—INTEGRATED METHODS AND EDUCATIONAL MEDIA GRADES K-6.**

Credit, three hours.

Planning and directing of learning experiences to stimulate the maximum growth and development of children at various levels in science and mathematics. Students become acquainted with materials both of a commercial and teacher-devised nature in both subject areas. In addition to such campus-centered experiences, the student is required to observe and



participate in the activities in a public school classroom in order to become acquainted with materials and procedures on a cognitive level. The special subject area such as music, art, and physical education, in which students have specific methods courses, are integrated into the unit approach emphasized in this course. Students will also be taught how to operate and utilize the audio-visual aids and programmed materials available for use in elementary schools. During the Fall and Spring semesters 21-402 is taught concurrently with 21-403, but as a separate course during alternate summer sessions. Prerequisites: 21-200, 21-301, 21-302, and acceptance into the professional block.

#### **21-403. PRIMARY & INTERMEDIATE—INTEGRATED METHODS AND EDUCATIONAL MEDIA GRADES K-6.**

Credit, three hours.

Planning and directing of learning experiences to simulate the maximum growth and development of children at various levels in language arts and social studies. Students become acquainted with materials both of a commercial and teacher-devised nature in both subject areas. In addition to such campus-centered experiences, the student is required to observe and participate in the activities in a public school classroom in order to become acquainted with materials and procedures on a cognitive level. The special subject area such as music, art, and physical education, in which student have specific methods courses are integrated into the unit approach emphasized in this course. Students will also be taught how to operate and utilize the audio-visual aids and programmed materials available for use in elementary schools. During the Fall and Spring semesters 21-403 is taught concurrently with 21-402, but as a separate course during alternate summer sessions. Prerequisites: 21-200, 21-301, 21-302, and acceptance into the professional block.

#### **21-404. PRINCIPLES AND PRACTICES OF SECONDARY EDUCATION, GRADES 7-12**

Credit, four hours.

Provides the student with a background in the theory of Secondary Education which will correlate principles and techniques of teaching in secondary schools with the actual practices in current use. Introduces lesson and unit planning and a variety of methods of teaching including lecturing, discussion techniques, group dynamics, assignments, reviews and drills. Classroom routines, homeroom activities, record keeping and extra-curricular programs are considered. The course attempts to show the interrelationships of various disciplinary areas and how each student matter teacher is a member of an interacting team. Frequent visits to public schools keep the students aware of the realities inherent in the classroom situation. A number of class sessions will be devoted to how the secondary teacher can aid and assist students in improving their reading skills. Prerequisites: Ed. 200, 301, 302, passed all sections of Sophomore English Test, 2.5 average in teaching field(s), 2.0 average in professional education courses, a C grade in English 101, 102 and Speech 202, and admission to the professional block. First and Second Semesters.

#### **21-408. PROBLEMS IN ELEMENTARY EDUCATION.**

Credit, one to six hours.

This course is recommended for in-service elementary teachers. Specific objectives will be worked out with participants, who will choose the area in which they wish to work either individually or with a group. Methods, principles of teaching, materials of instruction, guidance and other items related to the field of elementary education will be taken up as required.

**21-409. PROBLEMS IN SECONDARY EDUCATION**

Credit, one to six hours.

This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance and other items related to the field of secondary education will be taken up as a workshop experience.

**21-410. FIELD EXPERIENCE AND SEMINAR IN LANGUAGE ARTS AND READING**

Credit, four hours.

A field experience in an elementary school where the student will assist especially in the teaching of language arts and reading. He will spend two full days each week in the school and will attend two seminars each week dealing with the teaching of language arts and reading. Prerequisites: 21-200, 201, 301, 302, 314, 315.

**21-411. FIELD EXPERIENCE AND SEMINAR IN ART AND MUSIC**

Credit, four hours.

An elementary school laboratory experience in which the student assists the teacher, especially concentrating in the teaching of art and music. He will work two days each week during the entire semester and will attend one seminar each week on the teaching of art and music each semester. In addition he will be expected to teach the same pupils for a solid block of six weeks near the end of the semester. Prerequisites: 21-200, 201, 301, 302, 314, 315, 410.

**21-415. TESTS AND MEASUREMENTS**

Credit, three hours.

A course designed to develop a knowledge of psychological instruments available for the appraisal of human behavior and skill in administering and interpreting those tests and measurements frequently used in school situations. Prerequisites: Ed. 200, 301, 302 or permission.

**21-417. PRINCIPLES AND PRACTICES OF GUIDANCE**

Credit, three hours.

The course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Interpretation of the results of tests is a part of this course. Prerequisites: Ed. 200, 301, 302 or permission.

**21-420. THE TEACHING OF MATHEMATICS AND EDUCATIONAL MEDIA**

Credit, three hours.

A special methods course for secondary education majors in Mathematics. An in depth study of special methods, curriculum, problems and techniques involved in mathematics instruction. Prerequisites: Ed. 200, 301, 302.

**21-421. THE TEACHING OF ENGLISH AND EDUCATIONAL MEDIA**

Credit, three hours.

Current approaches in the teaching of English in the secondary school. Topics include basic teaching procedures and approaches in composition, literature, and grammar; the secondary reading program; critical examination of recent texts; educational media in the field of language arts instruction; materials of instruction. First Semester. Prerequisites: Ed. 200, 301, 302.

**21-422. THE TEACHING OF SOCIAL STUDIES AND EDUCATIONAL MEDIA**

Credit, three hours.

A special methods course for secondary education majors in social studies. Special emphasis is placed upon curriculum development, current trends and practices as they relate to social studies teaching, and the development of learning objectives. Students will be expected to become familiar with the use of various audio-visual aids. Each student will develop and teach at least one lesson during the course. First Semester. Prerequisites: Ed. 200, 301, 302.

**21-423. THE TEACHING OF SCIENCE AND EDUCATIONAL MEDIA**

Credit, three hours.

The "Team Teaching" method is used, involving a staff member, from the Biological Sciences, one from the Physical Sciences and the Division Chairman. The student lays plans for a course as they would teach it in one of the science disciplines. Each student is provided an opportunity to teach on the secondary level using the other class members as his students. A well planned syllabus is required of each student. Problems relating to the teaching of the high school sciences are discussed. First or Second Semester.

**21-424. THE TEACHING OF SCIENCE IN THE ELEMENTARY SCHOOL**

Credit, three hours.

A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc. Summer on demand.

**21-426. THE TEACHING OF MUSIC AND EDUCATIONAL MEDIA**

Credit, three hours.

A course designed to aid the participants in constructing a working philosophy of music in the schools in which all music activities and courses can be viewed in proper perspective. In addition, emphasis will be placed on the refining of known skills as applicable to the means by which music objectives can be realized; developing and administering the band and choral programs along with instrumental and vocal techniques; conducting such specialized music courses as music theory, history, and music appreciation; and examining appropriate teaching materials. Prerequisites: Music 325 or 326.

**21-427. THE TEACHING OF ART AND EDUCATIONAL MEDIA**

Credit, three hours.

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent research within the field. Prerequisite: Second Semester Junior. Second Semester.

**21-428. METHODS OF TEACHING HOME ECONOMICS AT THE SECONDARY LEVEL**

Credit, four hours.

This course deals with the problems directly related to teaching, beginning with the philosophy and objectives of home economics education and continuing through methods of developing the objectives and evaluating the results. First Semester.



**21-429. METHODS OF TEACHING HOME ECONOMICS AT THE ADULT LEVEL**

Credit, two hours.

A study of the philosophy, promotion, organization, methods, and techniques of working with out-of-school groups. Each student will participate in organizing and teaching an adult group. First Semester.

**21-430. THE TEACHING OF BUSINESS SUBJECTS AND EDUCATIONAL MEDIA**

Credit, three hours.

The psychology of skill building, specific devices and techniques of teaching of skills, and the objectives and problems in business education are provided. First Semester. Prerequisites: Bus. 105, 325.

**21-431. SPECIAL METHODS OF TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY AND SECONDARY SCHOOLS**

Credit, three hours.

This course is designed to enable the student to apply the fundamental principles of learning and teaching motor skills at both the elementary and secondary levels of education. Prerequisites: Ed. 200, 301, and 302.

**21-435. INTRODUCTION TO THE STUDY OF EXCEPTIONAL CHILDREN**

Credit, three hours.

A foundation course designed to acquaint the student with the nature of special education and the exceptional children enrolled in its various programs. The course content will center about: (1) the areas of exceptionality and their incidence and (2) current educational methods and provisions for the exceptional child. Prerequisites: Ed. 200, 301, 302 and permission of instructor.

**21-442. THE TEACHING OF READING**

Credit, three hours.

A basic course in methods, materials, and techniques essential to the teaching of reading at the elementary and secondary levels. Prerequisites: Ed. 200, 301, 302.

**21-450. DIRECTED TEACHING IN ELEMENTARY SCHOOL GRADES 1-6**

Credit, six hours.

Provides an extended in-depth experience in the total program of the public schools under the supervision of experienced personnel. The student exercises his knowledge of subject matter and develops competencies in teaching skills. Students ordinarily would enroll in 21-402, 21-403, and 21-442 concurrent with 21-450. Fall and Spring Semesters. Prerequisites: 21-200, 21-301, 21-302, and acceptance into the professional block.

**21-451. DIRECTED TEACHING IN ELEMENTARY SCHOOL, GRADES 1-6**

Credit, three hours.

This directed teaching experience is to be combined with 21-452 or 21-453 to enable the student to complete six hours of directed teaching and to receive certification in elementary education with a teaching field in Early Childhood or Middle School. It is also designed for individuals with unique problems such as those that may be associated with state certification or changes in teaching levels. Fall and Spring Semesters. Prerequisite: By permission of Division Chairman.

**21-452. DIRECTED TEACHING IN EARLY EDUCATION, GRADES N-K**

Credit, three hours.

Provides an opportunity for those students interested in teaching on the early childhood level to develop competencies necessary for this area of teaching. Students ordinarily would enroll in 21-402, 21-403, 21-442, and 21-451 concurrent with 21-452. The experience during this semester will afford the student the opportunity to test his knowledge of subject matter and to gain skills in relating to children in this age group. Prerequisites: Teaching field in Early Childhood Education, 21-200, 21-301, 21-302, and acceptance into the professional block. Fall and Spring Semesters.

**21-453. DIRECTED TEACHING IN MIDDLE SCHOOL, GRADES 4-8**

Credit, three hours.

Experiences designed to provide the student with the competencies necessary for teaching in the middle school. The in-depth immersion in the program of the middle school will provide the student with opportunities to display his knowledge of the subject areas peculiar to these grades and to gain further skills in relating to students of this age group. Students ordinarily would enroll in 21-402, 21-403, 21-442, and 21-451 concurrent with enrollment in 21-453. Fall and Spring Semesters. Prerequisites: 21-200, 21-301, 21-302, and acceptance into the professional block.

**21-455. DIRECTED TEACHING IN THE SECONDARY SCHOOL, GRADES 7-12.**

Credit, six hours.

Gives insight, through study and observation, provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary schools. First and Second Semesters. May not be taken by those students enrolled in the comprehensive 1-12 programs. Prerequisites: 21-200, 21-301, 21-302, 21-404 and special methods in a teaching field.

**21-456. DIRECTED TEACHING IN THE SECONDARY SCHOOL, GRADES 7-12**

Credit, three hours.

Gives insight, through study and observation, provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary schools. First and Second Semesters. Prerequisites: 21-200, 301, 302, special methods in a teaching field, prior student teaching experience, and the approval of the Chairman of the Division of Education.

**21-457. DIRECTED TEACHING IN COMPREHENSIVE FIELDS, GRADES 1-12**

Credit, six hours.

Limited to those students in the comprehensive 1-12 programs in Physical Education, Art, and Music. Gives insight, through study and observation, provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary and elementary schools. First and Second Semesters. Prerequisites: 21-200, 301, 302, 404, and special methods in a teaching field.

**21-480. ART MATERIALS & PROCEDURES**

Credit, two hours.

A lab type course concerned with the materials, methodology and sequence of secondary art. Practical experience is provided in unit construction and creative teaching. Prerequisite: 21-427. First Semester.

## PSYCHOLOGY

### 22-103-104. GENERAL PSYCHOLOGY

Credit, six hours.

A two semester introductory course designed to acquaint the student with the components, problems, and techniques of studying human behavior. Offered yearly. Prerequisite to 104: Psych. 103.

### 22-205. SOCIAL PSYCHOLOGY

Credit, three hours.

A study of the interaction of individuals in group situations, the products of collective activity, and their influence upon the individual. Prerequisites: Psych. 103-104 or Ed. 301-302. Offered in the spring semester of even years.

### 22-302. PSYCHOLOGY OF MENTAL HEALTH

Credit, three hours.

A course concerned with the dynamics of human adjustment to environmental demands. Prerequisite: Psych. 103-104 or Ed. 301-302. Offered in the fall semester of odd years.

### 22-310. PSYCHOLOGY OF PERSONALITY

Credit, three hours.

A study of a variety of theories of personality determinants, structure, and functioning. Prerequisites: Psych. 103-104 or Ed. 301-302. Offered in the fall semester of even years.

### 22-322. MENTAL HYGIENE FOR TEACHERS

Credit, three hours.

A study of the principles of mental health and their application in establishing optimal learning situations in the classroom. Offered on demand.

### 22-360. ABNORMAL PSYCHOLOGY

Credit, three hours.

A study of the classifications, dynamics, symptoms, and treatment of abnormal behavior. Prerequisites: Psych. 103-104 or Ed. 301-302. Offered in the spring semester of odd years.

## CAREER OPPORTUNITIES PROGRAM

### 23-101. LANGUAGE ARTS PRACTICES

Credit, three hours.

Procedures in working and assisting with small groups and individual instruction related to communication skills; work attack, comprehension, language experience (reading), individualized reading practice, and writing. Part of this course is a practicum where the roles of the teacher and aide are practiced using a regular classroom situation with K-4.

### 23-102. ROLE OF THE INSTRUCTIONAL AIDE

Credit, three hours.

This course provides information concerning the roles of administrators, teachers and instructional aides in a team teaching and differentiated staffing approach to instruction. The subject focus is on language arts, assisting the learner, leading small group discussions, monitoring crafts and game activities, tutoring or supervising youth tutors, planning field trips, and use of resource materials.



**Field Practicums I, II, III and IV** are on-the-job training courses with structured weekly seminars to develop the skills and competencies required of an instructional aide. The practicums are supervised and the seminars conducted by college supervisors.

**23-103. FIELD PRACTICUM I**

Credit, three semester hours.

Developed to improve the language arts (reading, writing, listening, speaking) abilities of the pupils. Emphasis is also placed on improving the language arts abilities of the aides.

**23-104. FIELD PRACTICUM II**

Credit, three semester hours.

Developed to introduce the newer concepts in elementary mathematics and to introduce simple games, simple stunts, lead-up games and rhythms as related to elementary Physical Education.

**23-105. FIELD PRACTICUM III**

Credit, three semester hours.

Developed to emphasize instructional procedures in demonstrating scientific investigation to elementary pupils. Second half of the semester is devoted to developing creativity in art for the elementary grades.

**23-106. FIELD PRACTICUM IV**

Credit, three semester hours.

Developed to assist aides in special education with emphasis on materials. The second half of the semester is devoted to elementary music concepts, introduction of the recorder in the classroom and listening activities.

**COOPERATIVE TRAINING PROGRAM**

**24-341. TEACHING OF BRAILLE READING AND WRITING TO THE BLIND**

Credit, three hours.

**24-342. METHODS OF TEACHING BLIND CHILDREN, ELEMENTARY GRADES**

Credit, three hours.

**24-343. METHODS OF TEACHING BLIND CHILDREN, SECONDARY SCHOOL LEVEL**

Credit, three hours.

**24-408. DIRECTED TEACHING WITH DEAF CHILDREN**

Credit, eight hours.

**24-409. DIRECTED TEACHING WITH BLIND CHILDREN**

Credit, eight hours.

**24-453. THE TEACHING OF SPEECH TO THE DEAF**

Credit, four hours.

**24-454. THE TEACHING OF LANGUAGE TO THE DEAF**

Credit, four hours.

## **24-455. COMMUNICATION WITH THE DEAF**

Credit, two hours.

This is an optional course and not required for a teacher certificate.

## **HOME ECONOMICS**

### **25-101. TEXTILES**

Credit, 3 hours.

Study of textile fibers, yarns, and construction techniques as a basis for selecting fabrics for clothing and the home. First semester.

### **25-102. CLOTHING**

Credit, 3 hours.

Basic construction applied to projects suitable to individual needs. Emphasis is placed on the physiological, psychological, sociological, and economic aspects of dress. First and Second Semester. Prerequisite: Textiles 101.

### **25-201. FOOD AND NUTRITION FOR THE FAMILY**

Credit, 3 hours.

This course is a study of the nutritive value of basic foods used for everyday consumption by individuals and families. Special emphasis is placed on cooking principles. First and Second Semester.

### **25-202. FOOD AND MEAL MANAGEMENT**

Credit, 3 hours.

This course offers experience in planning, marketing, preparing and serving nutritionally adequate family meals. Consideration is given to typical family-meal problems and management of time, energy, and equipment. Prerequisite: Food and Nutrition for the Family 201. First and Second Semester.

### **25-210. DEMONSTRATION TECHNIQUES**

Credit, 2 hours.

A course designed to teach demonstration techniques and to give practical experience in the demonstration of foods, equipment and clothing. On demand.

### **25-300. MARRIAGE RELATIONS**

Credit, 3 hours.

The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and pregnancy. Junior and senior standing. First and Second Semester.

### **25-301. ADVANCED CLOTHING**

Credit, 3 hours.

Modern and advanced techniques of clothing construction applicable to teaching presentation. Prerequisites: Clothing 101 and 102. First and Second Semester.

### **25-302. TAILORING**

Credit, 3 hours.

Construction of hand-tailored garments using couturier designs; professional tailoring techniques, custom-fitting, and fast-tailoring techniques. Prerequisites: Textiles 101, Clothing 102, Advanced Clothing 301. On demand.

### **25-303. THE FAMILY**

Credit, 3 hours.

A short history of types of families and a study of orderly family living. Second Semester.

### **25-304 CHILD DEVELOPMENT**

Credit, 3 hours.

A study of the physical, emotional, social, and intellectual development of the infant and preschool child. The two hours of class work are integrated with individual two hour laboratory experiences in the nursery school. First and Second Semester.

### **25-305. HOME EQUIPMENT**

Credit, 2 hours.

This course includes selection, operation, care, and use of home appliances. Second Semester.

### **25-306 HOME FURNISHINGS**

Credit, 3 hours.

A course to guide individuals into creating beauty, expressiveness and functionalism in the home. Emphasis is given to applying the principles of design to furnishings and accessories for the home. First Semester.

### **25-307. HOME MANAGEMENT**

Credit, 2 hours.

A study of the application of the principles of management to human and nonhuman resources in developing values and achieving individual and family goals. To be taken concurrently with Home Management Residence 405. Prerequisites: Junior and senior standing. 201-202-318-305 or permission.

### **25-308. HOUSING**

Credit, 3 hours.

A course designed to help individuals understand, accept and plan for the housing needs of today's families. Second Semester.

### **25-318. NUTRITION**

Credit, 3 hours.

This course presents information useful in meeting everyday nutritional problems. The fields of food composition, economics, the chemistry and physiology of body processes, and diet planning are stressed. First and Second Semester.

### **25-403. CONSUMER ECONOMICS**

Credit, 3 hours.

A study of the opportunities and responsibilities of the consumer in purchasing commodities for use in promoting individual and family goals.

### **25-405. HOME MANAGEMENT RESIDENCE**

Credit, 3 hours.

Residence in home management entails living in the Home Management Residence, this experience provides the opportunity to apply the skills of management in a practical situation under supervision. First and Second Semester—9 week sessions. Prerequisites: 201-202-318-305. Junior and senior standing.

### **25-430. SEMINAR**

Credit, 2 hours.

Survey and evaluation of recent research in the field of home economics education and selection of a problem for experimentation and evaluation. Senior standing. On demand.



## **HOTEL, MOTEL AND RESTAURANT MANAGEMENT**

### **26-207. SURVEY OF FOOD SERVICES**

Credit, 3 hours.

Organization and basic operation of various types of quality food services. Fundamentals of preparation and meal planning, food production and service standards and techniques. Practice in evaluating food service installations. Field trips required.

### **26-303. LODGING MANAGEMENT**

Credit, 3 hours.

Functions of organization supervision and activation in organizations providing overnight accommodations. Consideration of others, policies, trade associations, collective bargaining, employee training and emphasis on human relationships.

### **26-309. FOOD PRODUCTION SYSTEMS**

Credit, 3 hours.

Recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment and costs in quantity food production. Quality procurement policies for food, beverages and related items.

### **26-490. SERVICE INDUSTRY EXTERNSHIP (FOODS)**

Credit, 3 hours.

Application of theoretical concepts to practical supervisory or managerial situations in restaurants. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

### **26-491. SERVICE INDUSTRY EXTERNSHIP**

Credit, 3 hours.

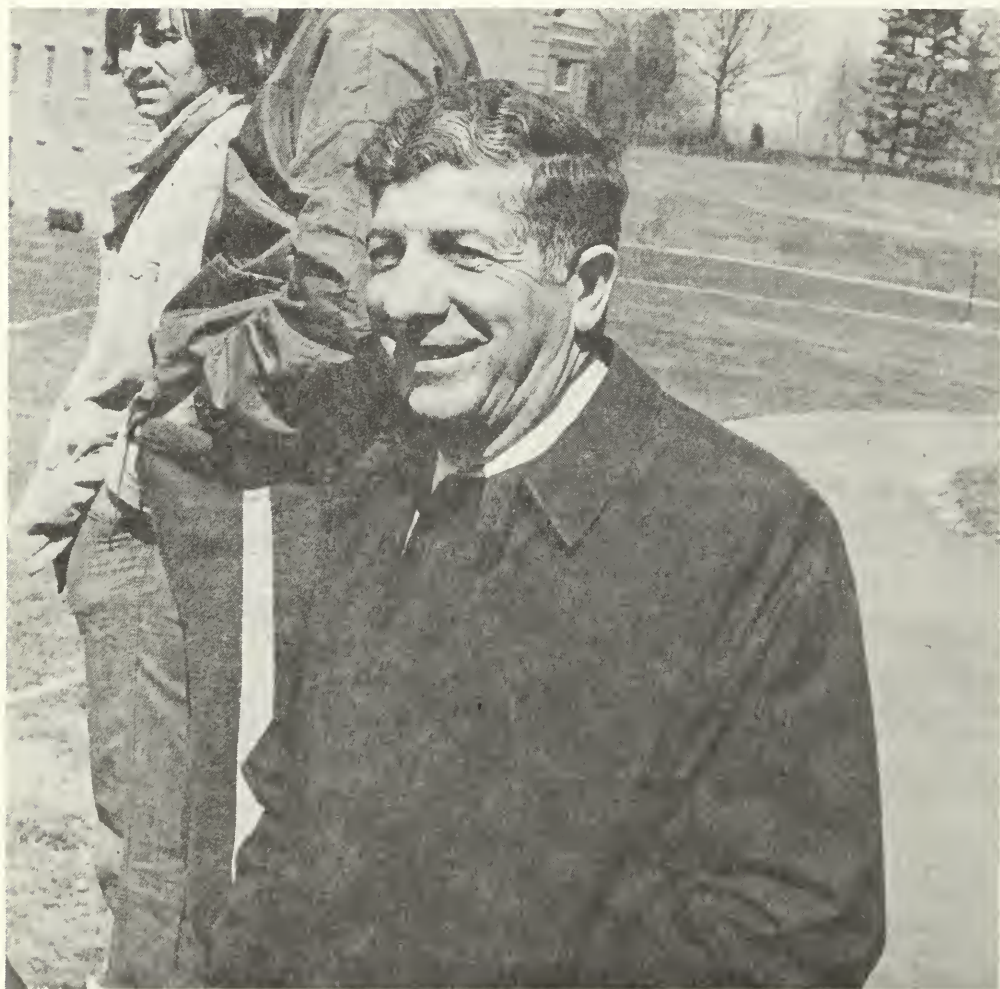
Application of theoretical concepts to practical supervisory or managerial situations in restaurants. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

### **26-492. SERVICE INDUSTRY EXTERNSHIP**

Credit, 3 hours.

Application of theoretical concepts to practical supervisory or managerial situations in hotels and motels. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

## Division of Health, Physical Education, Recreation and Safety



**Dr. Michael B. Josephs, Division Chairman**

The Division seeks (1) To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education,

safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors.

WALTER A. BARR, JR., Instructor of Physical Education. B.A., Shepherd College, 1962; M.A., Madison College, 1967. (1971)

NANCY ELLEN ELKINS, Assistant Professor of Physical Education. B.S., Concord College, 1965; M.S., West Virginia University, 1966. Doctoral candidate, University of Iowa. (1972)

ERWIN GEORGE FIEGER, JR., Associate Professor of Physical Education. B.A., Wilmington College, 1934; M.A., Ohio State University, 1938. (1957)

DAVID E. FINCHAM, Assistant Professor of Physical Education. B.A., Morris Harvey College, 1960; M.A., Marshall University, 1965. (1968)

GLENDIA GUILLIAMS, Associate Professor of Physical Education. B.A., Otterbain College, 1960; M.S., Ohio University, 1968; Ph.D., Ohio State University, 1971. (1974)

BEVERLY K. HOLDEN, Associate Professor of Physical Education. B.S. and B.A., 1957, Shepherd College; M. Ed., Miami University, 1958. (1966)

J. MICHAEL JACOBS, Instructor of Physical Education. B.A., Bridgewater College, 1967; M.S., Madison College, 1970. (1971)

MICHAEL B. JOSEPHS, Professor of Health and Physical Education, and Chairman, Division of Health and Physical Education. B.S., Thiel College, 1938; M. Ed., 1941; Ph. D., 1950, University of Pittsburgh. (1969)

EUGENE W. MARTIN, Instructor of Physical Education. B.S., Shepherd College, 1965; M. Ed., Western Maryland College, 1972. (1972)

ROGER P. PARKER, Assistant Professor of Physical Education. Associate in Arts, Potomac State College, 1956; B.S., Morris Harvey College, 1958; M.A., Marshall University, 1964. (1967)

JESSE RIGGLEMAN, Assistant Professor of Physical Education. B.A., Shepherd College, 1941; M.S., West Virginia University, 1951. (1956)

ROBERT G. STARKEY, Assistant Professor of Physical Education. B.A., Shepherd College, 1958; M.S., West Virginia University, 1967. (1968)



**SPECIAL REQUIREMENTS FOR A TEACHING FIELD  
IN HEALTH AND PHYSICAL EDUCATION**

In addition to the academic courses for a teaching field in physical education, all students are required to complete the following for preliminary approval to the professional block:

1. Participate in one or more field experiences with children and youth for a period acceptable to the division. These experiences may be as sports officials (coaching little league, etc.), club leadership work (4-H, boy scouts, girl scouts, YMCA, YWCA), playground recreation leadership, camp counseling, water safety and first aid instruction, church club leadership, and many other comparable activities. This experience must be completed not later than the sophomore year. A formal statement from the supervisor of the organization must be filed in the student's record in the semester following completion of the experience.

2. During the sophomore or junior year, serve as a student assistant for one semester in the P.E. Division.

3. Participate in the Women's Recreation Association, men's intramurals, or the intercollegiate athletic program. At least one semester must be devoted to supervising, officiating, organizing and administering these programs.

**Curriculum for Physical Education, Health Education, and Safety  
Education Teaching Field (Comprehensive) Grades 1 Through  
12 Or 7 Through 12**

**Required Number of Hours—58**

	<b>Credit Hours</b>
Biology 225 .....	3
Biology 226 .....	3
Kinesiology 405 .....	3
Exercise Physiology 422 .....	2
History of Physical Education 325 .....	2
Tests and Measurements 410 .....	2
Curriculum in Health and Physical Education 310 .....	2
Administration of Health and Physical Education 406 .....	3
Adapted Physical Education 401 .....	2

Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

Team Sports (elect two hours from courses listed below) .....	2
Team Sports for Women 228 .....	1 hr.
Team Sports for Women 328 .....	1 hr.
Team Sports for Men 211 .....	1 hr.
Team Sports for Men 212 .....	1 hr.
Individual and Dual Sports 213 .....	1
Individual and Dual Sports 214 .....	1
Tumbling and Gymnastics (elect one hour from courses listed below) .....	1
Tumbling and Gymnastics for Men 209 .....	1 hr.
Tumbling and Gymnastics for Women 210 .....	1 hr.

Aquatics (elect one hour from courses listed below) .....	1
Beginning Swimming 101 .....	1 hr.
Intermediate 202 .....	1 hr.
Swimmer 300 .....	1 hr.
Sr. Life Saving 301 .....	1 hr.
Instructor 302 .....	1 hr.
Synchronized Swimming 309 .....	1 hr.
Rhythms (men elect two hours—women elect three hours from courses listed below) .....	2-3
Rhythms for Children 221 (required for Comprehensive 1-12) .....	1 hr.
Folk and Square 320 .....	1 hr.
Social Dancing 321 .....	1 hr.
Modern Dancing for Women 322 (required for women) ....	1 hr.
Movement Education 220 .....	1
Games 201 .....	1
Organization and Coaching of Sports or Intramurals (men elect two hours—women elect one hour from courses listed below) .....	2-1
Organization and Coaching of Sports (football, basketball, baseball) 341 .....	2 hrs.
Organization and Coaching of Sports (track and field, wrestling, soccer) 342 .....	2 hrs.
Organization and Administration of Intramurals 225 .....	2 hrs.
(Required for 1-12)	
Track and Field for Women 308 (required for women) ....	1 hr.
Personal and Community Hygiene 103 .....	3
Care and Prevention 304 or First Aid 353 .....	2
Health Concepts (elect three hours from courses listed below) .....	3
Nutrition—Home Economics 318 .....	3 hrs.
Marriage Relations—Sociology 300 .....	3 hrs.
Mental Hygiene—Psychology 322 .....	3 hrs.
School Health Problems 360 .....	3
Fundamentals of Driver and Traffic Safety 318 .....	3
The Teaching of Driver and Traffic Safety 319 .....	3
Safety Education 216 .....	2
School and Highway Transportation 217 .....	2
Current Trends in Health and Safety Education 409 .....	3

<sup>1</sup> Registration for aquatics will be on the basis of classification tests.

Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary Schools and must do student teaching on both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Note: Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

## PHYSICAL EDUCATION

### Curriculum for Physical Education

(1-12) or (7-12)

Total—40 Hrs. Required

	Credit Hours
Biology 225 .....	3
Biology 226 .....	3
Kinesiology 405 .....	3

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Exercise Physiology 422 .....		2
(In addition to Science requirements in General Studies program.)		
History of Physical Education 325 .....		2
Tests and Measurements 410 .....		2
Curriculum in Health and Physical Education 310 .....		2
Administration of Health and Physical Education 406 .....		3
Adapted Physical Education 401 .....		2
Team Sports (elect 2 hours from courses listed below) .....		2
Team Sports for Women 228 (required for women) .....	1 hr.	
Team Sports for Women 328 (required for women) .....	1 hr.	
Team Sports for Men 211 (required for men) .....	1 hr.	
Team Sports for Men 212 (required for men) .....	1 hr.	
Individual and Dual Sports 213 .....		1
Individual and Dual Sports 214 .....		1
Tumbling and Gymnastics (elect one hour from courses listed below) .....		1
Tumbling and Gymnastics for Men 209 .....	1 hr.	
(required for men)		
Tumbling and Gymnastics for Women 210 .....	1 hr.	
(required for women)		
Aquatics (elect one hour from courses listed below) .....		1
(Registration for Aquatics will be on the basis of classification tests)		
Beginning Swimming 101 .....	1 hr.	
Intermediate 202 .....	1 hr.	
Swimmer 300 .....	1 hr.	
Sr. Life Saving 301 .....	1 hr.	
Instructor 302 .....	1 hr.	
Synchronized Swimming 309 .....	1 hr.	
Rhythms (men elect 2 hours and women elect 3 hours from courses listed below) .....		2-3
Rhythms for Children 221 (required for 1-12 curriculum) .....	1 hr.	
Folk and Square 320 .....	1 hr.	
Social Dancing 321 .....	1 hr.	
Modern Dancing for Women 322 (required for women) .....	1 hr.	
Movement Education 220 .....		1
Games 201 .....		1
Organization and Coaching of Sports (men elect 2 hours from courses listed below and women elect 1 hour) .....		2-1
Organization and Coaching of Sports (football, basketball, baseball) 341 .....	2 hrs.	
Organization and Coaching of Sports (track and field, wrestling, soccer) 342 .....	2 hrs.	
Organization and Administration of Intramurals 225 (required for 1-12 curriculum) .....	2 hrs.	
Track and Field for Women 327 (required for women) .....	1 hr.	
Officiating (elect two hours from courses listed below) .....		2
Officiating Men's Sports 251 (required for men) .....	1 hr.	
Officiating Men's Sports 252 (required for men) .....	1 hr.	
Officiating Women's Sports 260 (required for women) .....	1 hr.	
Officiating Women's Sports 261 (required for women) .....	1 hr.	
Electives (elect four hours from courses listed below) .....		4
Community Recreation or Camp Counseling and Outdoor Education .....	2 hrs.	
Care and Prevention of Athletic Injuries 304 or First Aid 353 .....	2 hrs.	



Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Note: Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

## HEALTH EDUCATION

### Curriculum for Health Education

Grades 7-12, 1-9, 1-12  
Total Number of Hours—24

	Credit Hours
Biology 225 .....	3
Biology 226 .....	3
Health Concepts (elect 12 hours from courses listed below) .....	12
Personal and Community Hygiene 103 (required) .....	3 hrs.
First Aid 353 .....	2 hrs.
First Aid 354 .....	1 hr.
Water Safety 300 .....	1 hr.
Water Safety 301 .....	1 hr.
Water Safety 302 .....	1 hr.
(Only one hour of Water Safety can be applied to Health Education Certification.)	
Elect 3 hours from courses listed below:	
Nutrition—Home Economics 318 .....	3 hrs.
Marriage Relations—Sociology 300 .....	3 hrs.
Mental Hygiene—Psychology 322 .....	3 hrs.
Safety Education 216 (required) .....	2 hrs.
Care and Prevention 304 (required) .....	2 hrs.
Organization and Administration of Health and Physical Education 406 .....	3
School Health Problems 360 .....	3

Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

## THIRD TEACHING FIELD

### Curriculum for a Teaching Field in Safety Education

This curriculum prepares the student for a third teaching field in Driver and Traffic Safety Education. The teaching field may be selected in combination with a comprehensive or with two teaching fields.

**SAFETY EDUCATION****Curriculum for  
Safety Education****Grades 7-12  
Total—15 hrs.**

	<b>Credit Hours</b>
Safety Education 216 .....	2
School and Highway Transportation 217 .....	2
Fundamentals of Driver and Traffic Safety 318 .....	3
The Teaching of Driver and Traffic Safety 319 .....	3
Accident and Disaster Control Systems (elect 2 hours from the courses listed below) .....	2
Water Safety 300 .....	1 hr.
Water Safety 301 .....	1 hr.
Water Safety 302 .....	1 hr.
Care and Prevention 304 .....	2 hrs.
First Aid 353 .....	2 hrs.
First Aid 354 .....	1 hr.
Current Trends in Health and Safety Education 409 .....	3

**Curriculum for a Teaching Field in Elementary School  
Physical Education Grades 1-9****Total—26 Hrs.**

	<b>Credit Hours</b>
Personal and Community Hygiene 103 .....	3
Games 201 .....	1
Tumbling and Gymnastics (elect one hour from courses listed below) .....	1
Tumbling and Gymnastics for Men 209 .....	1 hr.
Tumbling and Gymnastics for Women 210 .....	1 hr.
Team Sports (elect 2 hours from courses listed below) .....	2
Team Sports for Women 228 .....	1 hr.
Team Sports for Women 328 .....	1 hr.
Team Sports for Men 211 .....	1 hr.
Team Sports for Men 212 .....	1 hr.
Individual and Dual Sports 213 .....	1
Individual and Dual Sports 214 .....	1
Movement Education 220 .....	1
Rhythms for Children 221 .....	1
Curriculum in Health and Physical Education 310 .....	2
School Health Problems 360 .....	3
Elementary School Physical Education Activities 110 .....	3
First Aid 353 .....	2
Adapted Physical Education 401 .....	2
Administration of Health and Physical Education 406 .....	3

**SECOND TEACHING FIELD**

Students, other than those taking the Comprehensive, who elect physical education as a teaching field must choose a second teaching field. A second teaching field in General Science (36 credit hours) may be chosen for Grades 7-9. Course requirements for these fields will be found elsewhere in the catalog. Teaching fields for Grades 5-9 are not acceptable except as a specialization for a degree in elementary education.

**CORRECTIVE THERAPY**

Students taking a teaching field in physical education may also make application through their division chairman for Physical Education 408—Field Work in Corrective Therapy—at the Veterans Administration Center, Martinsburg, West Virginia.

**RECREATION SPECIALIST**

**Curriculum for  
Major in Recreation**

General Education .....	47 hrs.
MAJOR — Specialization in Recreation .....	67 hrs.

<b>Recreation Courses .....</b>	<b>18</b>
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Introduction to Recreation 41-140 .....	3
Recreation Leadership 41-145 .....	3
Community Recreation 41-314 .....	2
Camp Counseling 41-332 .....	2
Outdoor Education 41-270 .....	2
Field Experience in Recreation Programs (sophomore year) 41-240 .....	2
Field Experience in Recreation Programs 41-450 .....	4

<b>Courses Related to Recreation-Health, Physical Education &amp; Safety .....</b>	<b>12</b>
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Organization & Administration of Physical Education & Recreation 41-406 .....	3
Personal & Community Hygiene 41-103 .....	3
First Aid 41-353 .....	2
Water Safety 41-300, 301 .....	2
Administration & Organization of Intramurals .....	2

<b>Courses in Area of Recreation Activities .....</b>	<b>10</b>
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Games 41-201 .....	1
Individual & Dual Sports 41-213, 214 .....	2
Team Sports .....	2
Folk & Square Dance 41-320 .....	1
Rhythms for Children 41-221 .....	1
Electives .....	3

<b>Sciences* .....</b>	<b>9</b>
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**Photography 83-310 .....	3
Environmental Conservation 84-304 or .....	3
General Ecology 81-420 .....	4
Plant Taxonomy I 81-324 .....	2
Plant Taxonomy II 81-325 .....	1
Vertebrate Natural History 81-312 .....	4
Astronomy 84-105 .....	3

\*\*Required

\*Science in General Studies Program cannot  
be used for this requirement.

<b>Journalism .....</b>	<b>3</b>
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News Writing 63-204 or Introduction to Journalism 62-101	
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<b>Psychology</b> .....	3
General Psychology 22-103	
<b>Creative Arts</b> .....	3
Introductory Crafts 31-352	
<b>Business Administration</b> .....	3
Introduction to Business 11-150	
<b>Education</b> .....	3
Audio-Visual Aids 21-305	
<b>Dramatic Activities</b> .....	3
Elements of Dramatic Production 69-204	
<b>Electives</b> .....	14 hrs.
	<hr/>
	128 hrs.



Shepherd College Cheerleaders

## **COURSE DESCRIPTIONS**

### **HEALTH EDUCATION**

#### **41-103. PERSONAL AND COMMUNITY HYGIENE**

Credit, three hours.

The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene. First and Second Semesters, and Summer.

#### **41-360. SCHOOL HEALTH PROBLEMS**

Credit, three hours.

The purpose of this course is to establish the base of understanding which is requisite to the study of problems of curriculum planning and organization, methodology, and the selection and use of materials of health education in the classroom. One of the major course objectives is to enable students to be cognizant of health problems in the home, community, and school. Prerequisite: P.E. 103, and at least junior class standing. First Semester, Second Semester, and Summer.

#### **41-408. FIELD WORK IN CORRECTIVE THERAPY**

Credit, six hours.

This course is offered in conjunction with the Veterans Administration Center, Martinsburg, West Virginia, where students interested in corrective therapy may take clinical training and be certified as corrective therapists. This course must be taken while the student is enrolled at the college. Further details may be obtained from Mr. Fieger, Health and Physical Education Division. On demand.

### **PHYSICAL EDUCATION**

#### **41-101. BEGINNING SWIMMING**

Credit, one hour.

The purpose of this course is to teach a student basic strokes in swimming. First and Second Semester.

#### **41-110. ELEMENTARY SCHOOL PHYSICAL EDUCATION ACTIVITIES**

Credit, three hours.

The purpose of this course is to enable the student to develop basic skills in various physical education activities. Locomotor skills (walking, running, hopping, jumping, galloping, leaping, sliding); ball skills (catching, throwing, ball bouncing, ball batting or striking); rhythmical activities (singing, games, fundamental rhythms, creative rhythms); stunts; exercises, rope skipping, side-walk games, and marching will be included. Methods or techniques of teaching, program planning and opportunities to teach will be emphasized.

#### **41-119. INDIVIDUAL ADAPTED PHYSICAL EDUCATION**

Credit, one hour.

This course is for those students who, for reasons of physical disability or age, cannot safely engage in regular Physical Education. The content of the course will vary to meet the individual student's needs. Students will be assigned to this course by the joint action of the college health service and the instructors of required physical education for men and women, respectively.

#### **41-120. INDIVIDUAL ADAPTED PHYSICAL EDUCATION**

Credit, one hour.

This course is a continuation of Physical Education 119.

**41-150-181. ORIENTATION IN PHYSICAL EDUCATION FOR MEN AND WOMEN**

Credit, one hour.

The purpose of these courses is to develop basic skills and to develop an interest in life-time sports, team sports, rhythms, and swimming. First and Second Semester and Summer. Students select and register for two activities, one for each eight-week period—two for each semester. Activities are not to be repeated. Classes will be co-educational unless stated otherwise. Sizes of classes will be limited.

First 8 Weeks		Second 8 Weeks	
Course No.	Title	Course No.	Title
148	Majors (Men & Women)	149	Majors (Men & Women)
150	Tennis	150	Tennis
151	Golf	160	Swimming Orient.
152	Casting-Angling	170	Bowling
153	Small Water Craft	171	Volleyball
154	Archery	172	Paddle Tennis
155	Physical Conditioning (Jogging, Hiking, Climbing)	173	Badminton
156	Gymnastics	174	Handball
157	Team Handball	175	Physical Conditioning (weight training)
158	Field Hockey (Women)	176	Wrestling (Men)
159	Softball	177	Self-Defense
160	Swimming Orient.	178	Folk Dance (Men-Women)
163	Camping	179	Swimming (Advanced)
		180	Fencing
		181	Adv. Tumbling & Gymnastics

**41-201. GAMES**

Credit, one hour.

This course provides students opportunities to learn and present games of primary and intermediate organization to public school pupils. First semester, Second Semester, and Summer.

**41-202. INTERMEDIATE SWIMMING**

Credit, one hour.

The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills. First Semester.

**41-206. ADVANCED TENNIS**

Credit, one hour.

The purpose of this course is to enable students to learn the advanced skills of tennis. On demand.

**41-207. ADVANCED GOLF**

Credit, one hour.

The purpose of this course is to enable students to learn the advanced skills of golf. On demand.

**41-209. TUMBLING AND GYMNASTICS FOR MEN**

Credit, one hour.

The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in this class. Class members will be given an opportunity to participate as student instructors in the freshman orientation tumbling and gymnastic units. First Semester.



#### **41-210. TUMBLING AND GYMNASTICS FOR WOMEN**

Credit, one hour.

This course is designed to (1) develop basic skills in tumbling, gymnastics, and apparatus work and (2) prepare the future physical educator to teach in these skill areas. Emphasis is placed on stall bars, balance beam, parallel bars, trampoline and minitramp, side horse, and buck, individual and partner stunts and tumbling, mat work, vaulting, free exercise, and safety in each area. Class members act as student leaders in the WRA gymnastics interest group. Second Semester. Prerequisite: Consent of instructor.

#### **41-211. TEAM SPORTS FOR MEN**

Credit, one hour.

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports; football, basketball, speedball, baseball, and other activities. First Semester.

#### **41-212. TEAM SPORTS FOR MEN**

Credit, one hour.

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports; wrestling, soccer, volleyball, track and field, and other activities. Second Semester.

#### **41-213. INDIVIDUAL AND DUAL SPORTS**

Credit, one hour.

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of individual and dual sports; archery, bowling, tennis, paddle tennis, casting (fly and bait), and other activities. First and Second Semester. Prerequisite: Consent of instructor.

#### **41-214. INDIVIDUAL AND DUAL SPORTS**

Credit, one hour.

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of individual and dual sports; golf, badminton, handball. First and Second Semesters. Prerequisite: Consent of instructor.

#### **41-220. MOVEMENT EDUCATION**

Credit, one hour.

This course is designed to give the student an insight into basic movement as it relates to basic sports skills, coordinations, movement exploration, and rhythms. In addition, the student will learn to lead the group in one or more of the above phases of movement education. First and Second Semester. Prerequisite: Consent of instructor.

#### **41-221. RHYTHMS FOR CHILDREN**

Credit, one hour.

The purpose of this course is to enable the student to learn basic rhythmic activities and to be able to select and present a graded program in rhythms to public school children. First and Second Semesters.

#### **41-225. ORGANIZATION AND ADMINISTRATION OF INTRAMURAL ACTIVITIES**

Credit, two hours.

The scope of this course shall be to offer the student an opportunity to acquire practical field experiences in the administration of intramural athletics. Each individual will be expected to give assistance in the organization, administration and supervision of intramural activities in the WRA Program, Men's Intramural Department and other organized associations both on and off campus. First and Second Semesters.

#### **41-228. TEAM SPORTS FOR WOMEN**

Credit, one hour.

The purpose of this course is to enable students to develop fundamental skills and techniques of team sports; speedball, fieldball, soccer, basketball and other activities. First Semester. Prerequisite: Consent of instructor.

#### **41-251. FOOTBALL OFFICIATING**

Credit, one hour.

This course is designed to acquaint the student with the rules, regulations, techniques, & mechanics associated with football officiating. Students will be expected to assist in officiating of various contests both on and off campus. First Semester.

#### **41-252. BASKETBALL OFFICIATING**

Credit, one hour.

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with basketball officiating. Students will be expected to assist in officiating of various contests both on and off campus. Second Semester.

#### **41-260. OFFICIATING WOMEN'S SPORTS**

Credit, one hour.

Techniques of officiating field hockey and volleyball. Practice given in officiating these activities during the WRA intramural games, using official DGWS rules. The DGWS written examinations (Form A, Form B, or Intramural) will be taken and the opportunity to qualify for local and national DGWS ratings will be available. First semester.

#### **41-261. OFFICIATING WOMEN'S SPORTS**

Credit, one hour.

Techniques of officiating basketball and softball. Practice given in officiating these activities during the WRA intramural games, using official DGWS rules. The DGWS written examinations (Form A, Form B, or Intramural) will be taken and the opportunity to qualify for local and national DGWS ratings will be available. Second Semester.

#### **41-309. SYNCHRONIZED SWIMMING**

Credit, one hour.

A swimming course for the accomplished swimmer. This course includes a concentration on form in all of the recognized swimming strokes, variations, stunts, swimming in unison and formations, with and without music. Open to persons holding "Swimmers" through "Life Saving" certification, or by permission of instructor. On demand.

#### **41-310. CURRICULUM IN HEALTH AND PHYSICAL EDUCATION**

Credit, two hours.

The purpose of this course is to enable the student to develop programs in Health and Physical Education for elementary and secondary school children. First Semester.

#### **41-315. ARCHERY**

Credit, one hour.

The purpose of this course is to enable students to develop a degree of proficiency in the fundamentals of archery. Archery personalities, history, care and repair of equipment, novelty shoots—roving, archer, golf, clout shooting, and tournament—are a part of course content. On demand.

**41-320. FOLK AND SQUARE DANCING**

Credit, one hour.

The purpose of this course is to enable the student to perform, with skill and pleasure, many folk and square dances. In addition, the student will learn to teach, adapt, and call folk and square dances. Second Semester.

**41-321. SOCIAL DANCING**

Credit, one hour.

The purpose of this course is to enable the student to learn proper social dancing techniques, the etiquette of the dance floor, and methods of teaching social dancing. Second Semester.

**41-322. MODERN DANCING FOR WOMEN**

Credit, one hour.

The purpose of this course is to teach the student the techniques of modern dance, methods of teaching modern dance to the various age groups, and the historical background of the dance from the primitive to the present time. Second Semester.

**41-325. HISTORY OF PHYSICAL EDUCATION**

Credit, two hours.

The purpose of this course is to enable prospective physical education teachers to learn the history of physical education from earliest times down to the present. First and Second Semester, and Summer.

**41-326. BASKETBALL FOR WOMEN**

Credit, one hour.

This course prepares prospective teachers in the skills, strategies, rules, coaching techniques, and officiating girl's basketball. Second Semester.

**41-327. TRACK AND FIELD FOR WOMEN**

Credit, one hour.

This course is designed to (1) develop fundamental skills in track and field events and (2) prepare the future physical educator to teach and coach these events. Emphasis is placed on conditioning and safety in each of the following areas: sprinting, relay races, distance running, hurdles, high jump, long jump, discus, shot-put, and javelin. Class members plan and conduct a track meet as well as act as student leaders in the WRA track and field interest group. First Semester.

**41-328. TEAM SPORTS FOR WOMEN**

Credit, one hour.

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports; field hockey, softball, volleyball and other activities. First Semester. Consent of instructor.

**41-331. MATERIALS AND METHODS IN ELEMENTARY SCHOOL PHYSICAL EDUCATION**

Credit, two hours.

This course is offered for students planning to teach physical education at the elementary school level. The purpose of the course is to enable students to consolidate their previous student experiences toward program planning and presentation of methods to classes at the elementary level. Prerequisite: ten hours in physical education. On demand.

**41-341. ORGANIZATION AND COACHING OF SPORTS**

Credit, two hours.

This course emphasizes the principles relating to the organization and coaching of football, basketball, and baseball. Prerequisite: P.E. 211. Second Semester.



#### **41-342. ORGANIZATION AND COACHING OF SPORTS**

Credit, two hours.

This course emphasizes the principles relating to the organization and coaching of track and field, soccer, volleyball and wrestling. Prerequisite: P.E. 212. Second Semester.

#### **41-401. ADAPTED PHYSICAL EDUCATION (CORRECTIVE AND PREVENTIVE)**

Credit, two hours.

To acquaint the student with the problems underlying the need for an adapted physical education program, the organization, administration and conduct of adapted educational programs for the most prevalent types of disabilities found in school populations, and to assist in the coordination of health and physical education services in the school. First Semester, Summer, and on demand.

#### **41-402. LABORATORY WORK IN ADAPTED PHYSICAL EDUCATION**

Credit, one hour.

This course is an elective extension of P.E. 401 Adapted Physical Education, a requirement for all physical education majors. The course in laboratory work offers the major student the opportunity to assist in the coordination and presentation of physical education services in a special school program. The purpose of the course is to enable students to closely observe and study exceptional children in order to better understand their basic physical education needs, and determine how to put into practice the physical educational theories of adapted physical education. Students will spend a minimum of one or two hours per week in the Special Education School at Hagerstown, Maryland. Prerequisite—current enrollment in P.E. 401 or completion of 401.

#### **41-405. KINESIOLOGY**

Credit, three hours.

The purpose of this course is to enable the student to understand and apply the principles of the mechanics of bodily movement to activities. First Semester & Second Semester. Prerequisite: Human Anatomy and Physiology. 225 and 226.

#### **41-406. ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION**

Credit, three hours.

The purpose of this course is to enable prospective health and physical education teachers to understand the philosophy, principles, problems, policies and procedures essential to administer a good physical education program. First Semester, Second Semester and Summer on demand. Consent of instructor.

#### **41-422. EXERCISE PHYSIOLOGY**

Credit, two hours.

The concepts and principles involved in the activities of muscles and nerves (Bioenergetics), reflexes, respiratory metabolism, cardiopulmonary functions, environmental physiology and practical application of work physiology are studied. Prerequisites: Human Anatomy and Physiology 225 and 226 and Kinesiology 41-405. First Semester.

## **HEALTH AND PHYSICAL EDUCATION**

### **41-410. TESTS AND MEASUREMENTS IN HEALTH EDUCATION AND PHYSICAL EDUCATION**

Credit, two hours.

The purpose of this course is to enable the student to develop testing techniques applicable to health and physical education. First Semester, Second Semester, and Summer on demand. Prerequisites: Math 215 and consent of instructor.

### **41-411. INDEPENDENT STUDY IN HEALTH, PHYSICAL EDUCATION, RECREATION, OR ATHLETICS**

Credit, one to three hours.

This course is designed primarily for seniors with averages of 3.0 or above who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the division chairman is required for enrollment in this course.

## **RECREATION EDUCATION**

### **41-140. INTRODUCTION TO RECREATION**

Credit, three hours.

This history, purpose, and development of recreation. Understanding leisure and its impact on society. Career opportunities in Recreation. The place of recreation in social institutions and agencies. First Semester.

### **41-145. RECREATION LEADERSHIP**

Credit, three hours.

The nature of leadership and the competencies of successful leadership. The purposes of recreation and the development of programs to achieve goals. Second Semester.

### **\*41-240. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

Credit, two hours.

In sophomore year work as an assistant in a Recreation Program which has been approved by the Division. Consent of Chairman. Designed to acquaint students with practical experience in a recreation program.

### **41-270. OUTDOOR EDUCATION**

Credit, two hours.

Understanding the role of outdoor education, its functions and its goals. Understanding the settings for outdoor education and enriching experiences through these settings. Second Semester.

### **41-314. COMMUNITY RECREATION**

Credit, two hours.

The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs. First Semester, and Summer.

### **41-332. CAMP COUNSELING**

Credit, two hours.

This course presents the history and philosophy of camping, various types of camps, camp organization and programming, camping activities, and skills essential for successful camp counseling. The American Camping Association's

Campcrafter Course, several class camping trips, and a field trip to the Frederick County, Maryland, Outdoor School are a part of course content. First Semester.

**\*41-450. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

Credit, four hours.

Assisting in a recreation program. Designed to give student experience while working under a qualified director in a recreation program. Required to work a minimum of 12 hours per week for an eight week period and to attend a two hour seminar once a week. Consent of Chairman.

\*Note Students must apply for 41-240 and 41-450 at least one semester in advance.

**SAFETY EDUCATION**

**41-216. SAFETY EDUCATION**

Credit, two hours.

This course emphasizes emergency & disaster preparedness, general areas of safety instruction, principles of accident prevention, and legal aspects of safety, involving school activities. First and Second Semester and Summer.

**41-217. SCHOOL AND HIGHWAY TRANSPORTATION**

Credit, two hours.

An overview of the development, management and operation of school and highway transportation systems and their implications for the traffic safety educator. Prerequisite: P.E. 216. Second Semester.

**41-300. SWIMMER**

Credit, one hour.

This course emphasizes advanced swimming skills. Satisfactory completion of this course certifies the student as a swimmer. Second Semester.

**41-301. SENIOR LIFE SAVING**

Credit, one hour.

This course emphasizes water safety skills. Satisfactory completion of this course certifies the student in Senior Life Saving by the American Red Cross. Second Semester.

**41-302. WATER SAFETY INSTRUCTOR**

Credit, one hour.

This course emphasizes swimming skills from the beginner's through the advanced skills and also includes methods of teaching swimming skills. Satisfactory completion certifies the student as a Water Safety Instructor by the American Red Cross. Second semester. Prerequisite: P.E. 300 and 301.

**41-304. CARE AND PREVENTION OF ATHLETIC INJURIES**

Credit, two hours.

A theory and laboratory course dealing with the prevention, care and strapping of athletic injuries. Particular emphasis is placed on safety in sports activities. First and Second Semester and Summer.

**41-318. FUNDAMENTALS IN DRIVER AND TRAFFIC SAFETY EDUCATION**

Credit, three hours.

A basic course for students who plan to teach Driver Education. Emphasis will be placed on content, methods, and desirable practices for both classroom and laboratory application. Prerequisite: Safety Education 216. First Semester and Summer.



**41-319. THE TEACHING OF DRIVER AND TRAFFIC SAFETY EDUCATION**

Credit, three hours.

Advanced course dealing with classroom, laboratory and administrative aspects of driver and traffic education. Directed laboratory experiences with new drivers will be provided. Second Semester and Summer. Prerequisite: P.E. 216 and P.E. 318.

**41-353. FIRST AID**

Credit, two hours.

This is the standard and advanced course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross. First and Second Semester.

**41-354. FIRST AID**

Credit, one hour.

This is the instructor course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross as first aid instructors. Second Semester.

**41-409. CURRENT TRENDS IN HEALTH AND SAFETY EDUCATION**

Credit, three hours.

Organizational, administrative and supervisory problems of safety education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organization and occupational opportunities. Prerequisite: Safety Education 216, 217, 318 and 319. First Semester.

**EDUCATION**

**21-431. SPECIAL METHODS OF TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY AND SECONDARY SCHOOLS**

Credit, three hours.

This course is designed to enable the student to apply the fundamental principles of learning and teaching motor skills at both the elementary and secondary levels of education. Prerequisites: Ed. 200, 301 and 302.



**Football is a major sport at Shepherd College.**

## Division of Languages and Literature



**Dr. Vera Ellen Malton, Division Chairman**

In addition to providing opportunities for learning practical language skills, the Division of Languages and Literature seeks to prepare students for living in the complex modern world by introducing them to perspectives afforded by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities, as well as the paradoxes, of life may be better understood.

**WADE W. BANKS**, Associate Professor of Speech. A.B., Shepherd College, 1956; M.A., Florida State University, 1959. (1960)

**WILLIAM JOSEPH BARNHART**, Professor of English. B.A., 1947; M.A., 1949, University of Tennessee; Ph. D., University of North Carolina, 1955. (1971)

**PHILIP HENRY BUFITHIS**, Assistant Professor of English. B.A., Elizabethtown College, 1965; Overseas Certificate, Nottingham University, England, 1964; M.A., 1967; Ph. D., 1971, University of Pennsylvania. (1971)

**MARGARET E. BYRER**, Assistant Professor of English. B.A., 1943; M.A., 1949, West Virginia University. (1959)

- CHARLES W. CARTER, Assistant Professor of English. B.A., 1965; M.A., 1966; Ph. D., 1972, University of North Carolina. (1972)
- ROBERT G. COFFEEN, Associate Professor of English. B.A., University of Florida, 1951; M.A., 1964; Ph. D., 1969, University of North Carolina. (1969).
- ETHEL F. CORNWELL, Professor of English. A.B., University of Chattanooga, 1947; M.A., Middlebury College, 1949; Ph. D., Tulane University, 1955. (1969)
- RUTH DEAN, Assistant Professor of English. A.B., Hood College, 1936; M.A., West Virginia University, 1941. (1964)
- SARA JANE GRISSINGER, Assistant Professor of English. A.B., Gettysburg College, 1941; M.L.A., The Johns Hopkins University, 1966. (1969)
- JANET H. HANSEN, Assistant Professor of Library Science. B.S., University of Illinois, 1942; M.S.L.S., Catholic University, 1969. Doctoral candidate at Catholic University. (1974)
- LEE KEEBLER, Associate Professor of English. B.A., Shepherd College, 1960; M.A., West Virginia University, 1962; Ph. D., University of Wisconsin, 1967. (1966)
- ZORA LEIMBACHER, Assistant Professor of French and German. B.A., Mills College, 1943; M.A., University of California, 1966. (1967)
- VERA ELLEN MALTON, Professor of Speech and English, and Chairman, Division of Languages and Literature. A.B., University of Alberta, 1941; M.A., 1948; Ph. D., 1950, Cornell University. (1950).
- RUSSELL ROBERT MARKS, Assistant Professor of Speech. B.A., MacMurray College, 1968; M.A., 1969; Ph. D., 1972, Ohio University. (1972).
- HENRY W. PERRY, Assistant Professor of Journalism, Director of News Bureau. B.S., East Tennessee State Teachers College, 1936; M.A., George Peabody College for Teachers, 1938. (1960)
- ROBERT PRESTON ROGERS, Associate Professor of English. A.B., 1948; M.A., 1951, Vanderbilt University. (1962)
- GEORGE ARNOLD WILSON, Assistant Professor of Speech and Drama. B.A., Shepherd College, 1959; M.A., Bowling Green State University, 1963. (1969)



JOHN EDWIN WINTERS, Associate Professor of English. B.S., Frostburg State College, 1960; M.A., West Virginia University, 1965. Doctoral candidate, University of Maryland. (1970)

MELVIN CARL WYLER, Assistant Professor of Speech. B.A., The University of the South, 1951; M.A., Kansas State Teachers College of Pittsburgh, 1968. (1968)

## ENGLISH

**Purposes:** To teach students to express thought accurately, to organize ideas effectively, to develop skills in the use of literary materials, and to interpret orally the thoughts of others with clear images and appropriate emotions. To teach students to understand and to appreciate the literary heritage of humanity.

### Curriculum for a Major and Teaching Field in English

The minimum requirement of 39 semester hours of academic work in English includes the fifteen hours listed in the general education requirements. In addition, all students in the program are strongly advised to complete at least two years of a foreign language study. It is further suggested that students majoring in English take a minor in French, history, Journalism, speech and drama, or library science.

Total hours required for a major and teaching field ..... 39\*

#### Required courses:

Modern Grammar 331 or	
History of the English Language 405** .....	3
Advanced Composition 332 or	
Creative Writing 362** .....	3
Shakespeare 303 .....	3
Chaucer 430 or	
Milton 435 .....	3
American Literature 310 .....	3

#### Electives:

**Three** courses from the following\*\*\*:

Mythology 300 .....	3
Short Story 301 .....	3
Contemporary American Literature 302 .....	3
Early Dramatic Literature 304 .....	3
Modern Dramatic Literature 305 .....	3
Literature of the English Renaissance 306 .....	3
Bible as Literature 308 .....	3
Poetry 309 .....	3
World Literature 313-314 .....	3
The English Novel 315 .....	3
Victorian Literature 316 .....	3
Romantic Literature 317 .....	3
Eighteenth Century English Literature 321 .....	3
American Fiction 360 .....	3
American Poetry 361 .....	3
Seminar in Literature 405 .....	3
Great Books 416-417 .....	3
The Modern Novel 420 .....	3

Elizabethan Drama 425 .....	3
Literary Criticism 436 .....	3

\* This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

\*\* See course description.

\*\*\* With the consent of the chairman of the division and the student's advisor, a course from **one** of the following: library science, journalism, advanced speech, play production, direction, religion, or History of the English Language may be substituted for **one** course under literature electives.

All prospective English teachers will take Education 421, The Teaching of English, as part of the teaching block.

### Curriculum for a Teaching Field in Language Arts Comprehensive Grades 7 through 12

Total hours required for a teaching field .....	53*
Required, 21 hours:	
Modern Grammar 331 .....	3
Shakespeare 303 .....	3
American Literature 310 .....	3
Chaucer 430 <b>or</b>	
Milton 435 .....	3
Mythology 300 or World Literature 313 .....	3
Electives: <b>Two</b> courses from the following:	
Short Story 301 .....	3
Contemporary American Literature 302 .....	3
Early Dramatic Literature 304 .....	3
Modern Dramatic Literature 305 .....	3
Literature of the English Renaissance 306 .....	3
Bible as Literature 308 .....	3
Poetry 309 .....	3
World Literature 314 .....	3
The English Novel 315 .....	3
Victorian Literature 316 .....	3
Romantic Literature 317 .....	3
Eighteenth Century English Literature 321 .....	3
American Fiction 360 .....	3
American Poetry 361 .....	3
Seminar in Literature 405 .....	3
Great Books 416-417 .....	3
The Modern Novel 420 .....	3
Elizabethan Drama 425 .....	3
Literary Criticism 436 .....	3
Speech, 12 hours:	
Voice and Diction 200 .....	3
Play Direction 309 or Direction 311 .....	3
Oral Interpretation of Literature 323 .....	3
Electives: <b>One</b> course from the following:	
Play Acting 203 or Acting 312 .....	3
Elements of Dramatic Production 204 .....	3
Theatre Practice 208 .....	3
Stagecraft and Scene Design 246 .....	3
Persuasive Speaking 300 .....	3
Advanced Public Speaking 315 .....	3
Discussion: Principles and Types 319 .....	3

Argumentation and Debate 320 .....	3
Speech Correction 330 .....	3
History of the Theatre 341 .....	3
Journalism, 5 hours:	
Introduction to Journalism 101 .....	3
High School Journalism 301 .....	2

\* This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

**Curriculum for a Teaching Field in Language Arts  
Grades 5 through 9**

Total hours required for a teaching field .....	24*
Required, 9 hours:	
Modern Grammar 331 .....	3
Backgrounds of Literature 202 .....	3
Oral Interpretation of Literature (Speech 323) .....	3

\*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

**Curriculum for a Minor in English**

Total hours required for an English minor .....	27*
Required, 12 hours:	
Shakespeare 303 .....	3
Electives from composition and literature courses numbered 300 or above .....	9

\*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

**JOURNALISM**

**Purposes:** To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers. All students minoring in Journalism are expected to do practical work on the Shepherd College publications.

**Curriculum for a Minor in Journalism**

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Problems 205 would also be helpful.

Required courses:

News Writing 204 .....	3
Editing and Make-up 206 .....	3
News Story Types 305 .....	3
Feature and Editorial Writing 306 .....	3



Propaganda and Public Opinion 310 .....	3
Electives from the field of journalism .....	6
	<hr/>
Total .....	21

## LIBRARY SCIENCE

The Library Science curriculum is designed primarily to prepare students for effective school library work.

The program is based on the following specific objectives:

1. To train school librarians for effective service in the elementary, junior and senior high schools.
2. To provide future teachers with an opportunity to acquire library skills, which will enable them to direct pupils in the effective use of school libraries.
3. To provide a foundation for possible graduate study in the field of librarianship.

Students who expect to enter the Library Science program should contact the Library Science Department no later than the beginning of their sophomore year to plan their program.

All students in the Library Science program must earn a 2.0 grade in each library science course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in Library Science and must have received unqualified admission to the Professional Education Block as prerequisite to enrollment in 63-318, Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Electives should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education; accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Librarian specialization must be selected in combination with specialization for classroom teaching in grades 7 through 12, 7 through 9, 1 through 12, or with the diversified (self-contained classroom) specialization. A minimum of 21 hours of credit is required for West Virginia certification of school librarians with these specializations. Student teaching will be done in the student's first field in order to give the prospective librarian not only the teacher's viewpoint but also certification in that field.

### Curriculum for a Minor or a Teaching Field in Library Science

Required courses .....	27 hours
Introduction to Libraries and Librarianship 215 .....	3 hours
Library Materials for Children 302 .....	3 hours
Library Materials for Adolescents 303 .....	3 hours
Reference and Bibliography 306 .....	3 hours
Instructional Media 310 .....	3 hours
Cataloging and Classification 316 .....	3 hours
Library Practice 318 .....	3 hours
School Library Organization and Administration 327 .....	3 hours
Audio-Visual Aids 21-305 .....	3 hours

### MODERN LANGUAGES

**Purposes:** To introduce the student to the language, literature, and culture of France and Germany.

#### Curriculum for a Minor in French

Total hours required for a minor .....	24
Required courses, 6 hours:	
Elementary French 101, 102 .....	6
Electives, 18 hours:	
Intermediate French 203 .....	3
Intermediate French 204 .....	3
Survey of French Literature 303 .....	3
Survey of French Literature 304 .....	3
Applied Linguistics in Oral French 402 .....	3
Advanced French Conversation 403 .....	3
French Civilization and Culture 404 .....	3

Two semester hours may be deducted for each high school unit — maximum deduction, 6 hours.

### SPEECH, DRAMA, BROADCASTING

**Purposes:** To provide an opportunity for students to develop an understanding and appreciation of speech, drama and broadcasting as part of general education; to train students for educational and community situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama and broadcasting as a recreational-cultural activity.

**Students who enrolled prior to 1973 with a major in Speech and Drama or a teaching field in Speech will follow the catalog under which they entered.**

#### Curriculum for a Minor in Speech and Drama

Total hours required for a minor .....	24
Required courses, 18 hours:	
Voice and Diction 200 .....	3
Elements of Dramatic Production 204 .....	3
Persuasive Speaking 300 or Public Speaking 315 .....	3

Discussion: Principles and Types 319 or	
Argumentation and Debate 320 .....	3
Play Direction 309 or	
Direction 311 .....	3
Oral Interpretation of Literature 323 .....	3

Electives, 6 hours:

Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.

### Curriculum for a Minor in Mass Communications

Total hours required for a minor ..... 24

Required courses, 18 hours:

Introduction to Broadcasting 211 .....	3
Radio Announcing 213 .....	3
Radio Production 209, 210, Broadcasting 313, 314	
(select three) .....	3
Radio Programming 327 or	
Educational Broadcasting 329 .....	3
News Writing (62-204) .....	3
Public Speaking 315 or	
Persuasive Speaking 300 .....	3

Electives, 6 hours:

Play Direction 309 or	
Direction 311 .....	3
Discussion 319 or	
Propaganda and Public Opinion (62-310) .....	3





## COURSE DESCRIPTIONS

### COMPOSITION

#### **60-101. WRITTEN ENGLISH**

Credit, three hours.

Comprehensive review of grammar, sentence building, usage, and punctuation. Practice in composition, with emphasis on expository prose. Prerequisite to all other English courses. First and second semesters. Students are not ordinarily permitted to drop English 101.

#### **60-102. WRITTEN ENGLISH**

Credit, three hours.

An extension of English 101 with emphasis on the research paper. Prerequisite to all other English courses. First and second semester.

#### **60-331. MODERN GRAMMAR**

Credit, three hours.

A study of both descriptive grammar and transformational grammar as a basis for critical reading and effective speaking and writing. Prerequisites: English 101 and 102 First and Second Semesters.

#### **60-332. ADVANCED COMPOSITION**

Credit, three hours.

A study of techniques and extensive practice in informative, persuasive, and contemplative writing. Prerequisites: English 101 and 102. First and second semesters.

#### **60-362. CREATIVE WRITING**

Credit, three hours.

The various forms and techniques of imaginative writing. Non-liberal arts candidates must take English 332 as a prerequisite. Liberal arts candidates may take this course instead of English 332 with the consent of the instructor and the chairman of the division. Prerequisites: English 101 and 102.

#### **60-405. HISTORY OF THE ENGLISH LANGUAGE**

Credit, three hours.

A study of modern English and its heritage, with emphasis on American English. Liberal arts candidates may take this course instead of Modern Grammar 331 with the consent of the instructor and the chairman of the division. Prerequisites: English 101, 102 and 203.

#### **60-439. SEMINAR IN GRAMMAR**

Credit, one hour.

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank and successful completion of English 331 and 332. First semester.

#### **60-440. SEMINAR IN GRAMMAR**

Credit, one hour.

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank and successful completion of English 331 and 332. Second semester.

### LITERATURE

#### **61-202. BACKGROUNDS OF LITERATURE**

Credit, three hours.

A study of all forms of children's literature, with emphasis on laying foundations for life-long enjoyment of literature, giving instruction and practice in story-telling, and establishing criteria and resources for book selection.

Only candidates for the degree of Bachelor of Arts in Elementary Education and students with a minor or teaching field in Library Science may enroll in this course. Prerequisites: English 101 and 102. First and second semesters.

### **61-203. SURVEY OF ENGLISH LITERATURE**

Credit, three hours.

A critical study of representative writers and works from **Beowulf** to the present, with particular emphasis on the relationship of English literature to specific authors and works in World Literature. Prerequisites: English 101 and 102. First and second semesters.

### **61-204. SURVEY OF AMERICAN LITERATURE**

Credit, three hours.

A critical study of representative writers and works from the Colonial Period to the present, with particular emphasis on the relationship of American literature to specific authors and works in World Literature. Prerequisites: English 101 and 102. First and second semesters.

### **61-300. MYTHOLOGY**

Credit, three hours.

Emphasis will be on Greek, Roman and Norse mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Prerequisites: English 101 and 102.

### **61-301. SHORT STORY**

Credit, three hours.

A careful reading and discussion of selected short stories, with emphasis on understanding and appreciation. Attention is given to providing the student with a basis for critical judgment of short stories. Prerequisites: English 101 and 102.

### **61-302. CONTEMPORARY AMERICAN LITERATURE**

Credit, three hours.

A study of American fiction and poetry from the Second World War to the present. Prose selections range from Salinger to Vonnegut; poetry selections range from Roethke to Merwin. Black authors and song lyrics are included. Prerequisites: English 101, 102 and 204.

### **61-303. SHAKESPEARE**

Credit, three hours.

A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. Prerequisites: English 101, 102 and 203. First Semester.

### **61-304. EARLY DRAMATIC LITERATURE**

Credit, three hours.

A study of representative drama from Aeschylus to Ibsen. Prerequisites: English 101 and 102.

### **61-305. MODERN DRAMATIC LITERATURE**

Credit, three hours.

A study of the drama from Ibsen to the present day. Playwrights include Wilde, Shaw, Yeats, O'Neill, Eliot, Williams, Miller, and representative continental playwrights. Prerequisites: English 101 and 102.

### **61-306. LITERATURE OF THE ENGLISH RENAISSANCE**

Credit, three hours.

The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the drama and Milton. Prerequisites: English 101, 102 and 203.

**61-308. BIBLE AS LITERATURE**

Credit, three hours.

A study of the various types of literature found in the Bible. Prerequisites: English 101 and 102.

**61-309. POETRY**

Credit, three hours.

Through a detailed study of selected English and American poems, this course intends to increase the student's awareness of the range, depth and variety of poetry and to involve him in a serious consideration of the many aspects of the poetic experience: metrics, structure, diction, imagery, metaphor, tone and meaning. Prerequisites: English 101, 102 and 203 or 204.

**61-310. AMERICAN LITERATURE**

Credit, three hours.

An in depth study of major American writers of the nineteenth and the twentieth centuries with primary emphasis on the artistic achievements of each figure. Some attention is also given to the development of characteristically American philosophical and social concepts as these are evidenced in the works being discussed. Prerequisites: English 101, 102 and 204.

**61-313. WORLD LITERATURE**

Credit, three hours.

Selections from masterpieces of Continental literature in translation, with special emphasis upon Hebrew, classical, and Gothic elements in the development of western literature and western thought from Biblical times to the Middle Ages. Prerequisites: English 101 and 102.

**61-314. WORLD LITERATURE**

Credit, three hours.

A continuation of 313 from the Renaissance to the present. Prerequisites: English 101 and 102.

**61-315. THE ENGLISH NOVEL**

Credit, three hours.

The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries. Prerequisites: English 101, 102 and 203.

**61-316. VICTORIAN LITERATURE**

Credit, three hours.

A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the era. Prerequisites: English 101, 102, and 203.

**61-317. ROMANTIC LITERATURE**

Credit, three hours.

A study of the major writers of English Romanticism, with primary emphasis on the works themselves, but with some attention to the historical and intellectual backgrounds. Prerequisites: English 101, 102, and 203.

**61-321. EIGHTEENTH CENTURY ENGLISH LITERATURE**

Credit, three hours.

A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Johnson, Boswell, and Gray. Some attention is given to biography and historical background. Prerequisites: English 101, 102 and 203.



**61-360. AMERICAN FICTION**

Credit, three hours.

Primarily a study of the American novel to the First World War, although key shorter works may also be included. The fiction of major nineteenth and early twentieth-century writers is discussed in its artistic, intellectual, and social significance. Prerequisites: English 101, 102 and 204.

**61-361. AMERICAN POETRY**

Credit, three hours.

A critical and historical study of the works of major American poets, from the Puritan period to the modern era, with attention given to significant lesser-known poets and to ethnic poetry. Prerequisites: English 101, 102 and 204.

**61-405. SEMINAR IN LITERATURE**

Credit, three hours.

A seminar course centered upon a literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. The student will attend regular classes and explore individually some aspect of the subject of the seminar in short papers or oral reports to the class and write a major documented paper. Registration by permission of the instructor. Prerequisites: English 101 and 102.

**61-416. GREAT BOOKS**

Credit, three hours.

A study in translation of Continental classics which have shaped the thinking of the western world from the classical period to the Middle Ages. In depth study of complete works. Prerequisites: English 101 and 102.

**61-417. GREAT BOOKS**

Credit, three hours.

A continuation of 416 from the Renaissance to the present. Prerequisites: English 101 and 102.

**61-420. THE MODERN NOVEL**

Credit, three hours.

A study of the artistic, philosophical and social significance of representative American, British and European novelists of the 20th century. Prerequisites: English 101 and 102.

**61-425. ELIZABETHAN DRAMA**

Credit, three hours.

This course involves study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 303. Prerequisites: English 101, 102 and 203.

**61-430. CHAUCER**

Credit, three hours.

A study of Chaucer's language and art as they are revealed in his works, primarily in *Troilus and Criseyde* and *The Canterbury Tales*. Prerequisites: English 101, 102 and 203.

**61-435. MILTON**

Credit, three hours.

A study of selections from Stuart and Commonwealth verse, Donne, and Milton, viewed against their literary and historical background. Chief emphasis is on Milton's lyric and epic poems. Prerequisites: English 101, 102 and 203.

### **61-436. LITERARY CRITICISM**

Credit, three hours.

A study of principles and trends in literary criticism from classical times to the present. Though it is primarily a course in theory, the student will be given an opportunity to apply the principles learned in a study of his own. Open only to seniors or juniors with the consent of the instructor. Prerequisites: English 101 and 102.

### **61-441. INDEPENDENT STUDY IN ENGLISH**

Credit, one to three hours.

See Independent Study Program. Prerequisite: Six hours of advanced work in English. First and second semesters.

## **JOURNALISM**

### **✓ 62-101. INTRODUCTION TO JOURNALISM**

Credit, three hours.

This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspapers, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined.

### **✓ 62-204. NEWS WRITING**

Credit, three hours.

The principles of finding and shaping news material, the building of news story and news style, and actual practice in news writing are the major points of emphasis in the course.

### **✓ 62-206. EDITING AND MAKE-UP**

Credit, three hours.

The concentration is on the fundamentals of editing, including rewriting, copyreading, headlining, proofreading, page make-up, and layout. The course will include practical work on the student publications.

### **✓ 62-301. HIGH SCHOOL JOURNALISM**

Credit, two hours.

This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news writing, feature writing, advertising and circulation problems of high school publications is made.

### **✓ 62-305. NEWS STORY TYPES**

Credit, three hours.

Various news story types, such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories will be studied. The major emphasis will be on writing.

### **✓ 62-306. FEATURE AND EDITORIAL WRITING**

Credit, three hours.

Half the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value and content of the editorial.

### **✓ 62-310. PROPAGANDA AND PUBLIC OPINION**

Credit, three hours.

The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles towards a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force.

### **62-311. NEWSPAPER ADVERTISING**

Credit, three hours.

Concentration will be upon advertising methods currently in use by newspapers. Emphasis will be placed upon the techniques of preparing advertising for the newspaper page, including product research and customer relations. The student will work one-half day a week in the advertising department of a local daily newspaper, have weekly conferences with the professor, and pursue assignments of the course through use of a text and library books and periodicals. Prerequisite: Consent of the instructor. On demand.

### **62-327. RADIO PROGRAMMING**

Credit, three hours.

(See Speech 327).

### **62-334. BACKGROUND OF THE NEWS**

Credit, three hours.

(See Political Science 334).

### **62-370. PRINCIPLES OF ADVERTISING**

Credit, three hours.

(See Business Administration 370.)

## **LIBRARY SCIENCE**

### **63-215. INTRODUCTION TO LIBRARIES AND LIBRARIANSHIP**

Credit, three hours.

A course to acquaint the student with the resources of the college library. A survey of the various types of libraries and their purposes, philosophies, problems, and trends. Introduction to the principles and philosophy of librarianship, and to related ideas and terminology in information science. Each student must present evidence of having completed 20 clock hours of practical library experience satisfactory to the instructor before receiving a final grade for the course. A prerequisite to all other library science courses. On demand.

### **63-302. LIBRARY MATERIALS FOR CHILDREN**

Credit, three hours.

A survey of the development of children's literature with emphasis on modern books and non-print materials. Evaluation of the standards and aids for selection of books and other materials for the elementary school library. Investigation of children's reading interests, levels, and needs, and of programs geared to these needs such as storytelling, book talks, etc. Prerequisite for majors: 63-215. Students who are planning to become elementary school librarians are advised to take English 202. Backgrounds of Literature, in addition. On demand.

### **63-303. LIBRARY MATERIALS FOR ADOLESCENTS**

Credit, three hours.

A survey of books and non-print materials suitable for the young adult in junior and senior high school, with emphasis on current interests and materials. Study of the standards and the basic aids for selection, as well as practice in techniques of reading guidance and promotional programs, such as book talks, booklists, etc. Prerequisite for majors: 63-215. On demand.

### **63-306. REFERENCE AND BIBLIOGRAPHY**

Credit, three hours.

An introductory study of standard reference books and reference theory. Practice in selection, evaluation, and use of reference books applicable to school libraries. Prerequisite for majors: 63-215. On demand.



### **63-310. INSTRUCTIONAL MEDIA**

Credit, three hours.

Principles and practices in the selection, organization, and production of non-book materials and promotional media, such as bulletin boards, film-strips, tapes, etc. Prerequisite for majors: 63-215. On demand.

### **63-316. CATALOGING AND CLASSIFICATION**

Credit, three hours.

An elementary course in classifying materials according to Dewey Decimal system. Practical experience in classifying, cataloging, and filing. Problems peculiar to the school librarian will be discussed. Typing skill is necessary. Prerequisite for majors: 63-215. On demand.

### **63-318. LIBRARY PRACTICE**

Credit, three hours.

One hundred hours of practice work in an elementary, junior or senior high school library. This course is to be taken upon completion of all other Library Science courses. The student must plan for his own transportation to the practice libraries in the area. Offered each semester.

### **63-327. SCHOOL LIBRARY ORGANIZATION & ADMINISTRATION**

Credit, three hours.

A survey of the philosophy, programs, procedures, and problems in the administration of a school library, which includes planning, organization, and maintenance of materials and quarters, personnel supervision, and cooperative relations with school members. **Standards for School Media Programs** (1969) is studied in depth. Prerequisite for majors: 63-215. On demand.

## **FRENCH**

### **64-101. ELEMENTARY FRENCH**

Credit, three hours.

The study of the fundamentals of the French Language, with stress on pattern exercises, questions and answers, readings and retellings of stories, and French dialogue; also stress in pronunciation during classes, and listening during required laboratory hours to French tapes. First semester.

### **64-102. ELEMENTARY FRENCH**

Credit, three hours.

A continuation of French 101. Independent story telling in French, also extensive study of regular and irregular verbs, idioms, and readings in French prose. Prerequisite: French 101. Second semester.

### **64-203. INTERMEDIATE FRENCH**

Credit, three hours.

Review of French grammar, verbs, and idioms; stress on pattern exercises in French; reading and retelling of simple French stories. Prerequisites: French 101 and 102. First semester.

### **64-204. INTERMEDIATE FRENCH**

Credit, three hours.

A continuation of French 203. Grammar review and pattern exercises supplemented with translations, readings, and conversations in French. Prerequisites: French 101, 102, and 203. Second semester.

### **64-303. SURVEY OF FRENCH LITERATURE**

Credit, three hours.

The chief periods, authors, and works of French literature from the Serments de Strasbourg to 1700. Prerequisites: French 101, 102, and consent of instructor. First semester.

**64-304. SURVEY OF FRENCH LITERATURE**

Credit, three hours.

A continuation of French 303 with a stress on the major writers and literary movements from 1700 to the present day. Prerequisites: French 101, 102, and consent of instructor. Second semester.

**64-401. ADVANCED GRAMMAR AND COMPOSITION**

Credit, three hours.

An analytical study of the essential modern French forms of expression. Much emphasis is put on French syntax and its usage. The techniques of the best French writers are examined. Many themes on various topics have to be written. Prerequisites: French 101, 102, 203 and 204.

**64-402. APPLIED LINGUISTICS IN ORAL FRENCH**

Credit, three hours.

The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Prerequisites: French 101, 102, 203, and 204.

**64-403. ADVANCED FRENCH CONVERSATION**

Credit, three hours.

Organized practice in oral French. Intensive study of idiomatic expressions. Oral reports on everyday topics and on selected readings. Laboratory work. Prerequisites: French 101, 102, 203 and 204.

**64-404. FRENCH CIVILIZATION AND CULTURE**

Credit, three hours.

The formation of the French nationality. The geography, architecture, literature, art, music, science, education, and political administration of France. Prerequisites: French 101 and 102.

**GERMAN**

**65-101. ELEMENTARY GERMAN**

Credit, three hours.

The study of fundamentals of the German Language, with stress on pattern exercises, questions and answers, readings and retellings of stories, and German dialogue; also stress in pronunciation during classes and listening during required laboratory hours to records in German. First semester.

**65-102. ELEMENTARY GERMAN**

Credit, three hours.

A continuation of German 101. Independent story telling in German, also extension study of regular and irregular verbs, idioms, and readings in German prose. Prerequisite: German 101. Second semester.

**65-203. INTERMEDIATE GERMAN**

Credit, three hours.

Review of German grammar, verbs, and idioms; stress on pattern exercises in German; reading and retelling of simple German stories. Prerequisites: German 101 and 102. First semester.

**65-204. INTERMEDIATE GERMAN**

Credit, three hours.

A continuation of German 203. Grammar review and pattern exercises supplemented with translations, readings, and conversations in German. Prerequisites: German 101, 102, and 203. Second semester.

## RELIGION

### 68-303. HISTORY OF CHRISTIANITY TO 1525

Credit, three hours.

The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments, and theological concerns.

### 68-308. OLD TESTAMENT

Credit, three hours.

In this survey of the Old Testament, concentration will be on the history of the Hebrew covenant-community of people, their understanding of life in relation to God, and the literary forms in which they expressed this understanding.

### 68-309. NEW TESTAMENT

Credit, three hours.

The life and teachings of Jesus as described in the Gospels, the writings of Paul, and the contents of other New Testament books will be studied along with certain critical questions regarding authorship and interpretation of New Testament material.

### 68-325. GREAT RELIGIOUS BOOKS

Credit, three hours.

This course examines a number of the great books which have helped shape classic Christian thought in Western culture. The concepts of law, justice, order, authority, and salvation, as they occur in the writings of major religious thinkers, are stressed. Selections from the Old and New Testaments, St. Augustine, Abelard, Aquinas, Luther, Calvin, Hooker, Pascal, Kant, Kierkegaard, Tillich, Bonhoeffer, Barth and Buber will be read and discussed.

## SPEECH, DRAMA, BROADCASTING

### 69-200. VOICE AND DICTION

Credit, three hours.

This course employs phonetics, exercises in reading poetry, prose, drama, and tape recordings to improve diction, voice quality, reading and speaking ability.

### 69-202. FUNDAMENTALS OF SPEECH

Credit, three hours.

A course emphasizing the development of communicative skills in various speaking situations. Prerequisite: English 101. First and second semesters.

### 69-203. PLAY ACTING

Credit, three hours.

Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theatre production.

### 69-204. ELEMENTS OF DRAMATIC PRODUCTION

Credit, three hours.

A study of stagecraft, scene design, direction, acting, costuming, make-up, lighting, play selection, casting and theatre management. Students will be required to participate in dramatic activities of the college and do a concentrated study in one area.

### 69-207. THEATRE PRACTICE

Credit, one hour.

Laboratory experience is gained by working on the dramatic productions offered by the college.



**69-208. THEATRE PRACTICE**

Credit, one hour.

Laboratory experience is gained by working on the dramatic productions offered by the college.

**69-209. RADIO PRODUCTION**

Credit, one hour.

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs. First semester.

**69-210. RADIO PRODUCTION**

Credit, one hour.

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs.

**69-211. INTRODUCTION TO BROADCASTING**

Credit, three hours.

Survey of radio, including history, legal aspects, mechanics of sound recordings and transmission, network and local station operations.

**69-213. RADIO ANNOUNCING**

Credit, three hours.

Includes theory and practice of general announcing as well as preparations of newscasts, commercials, disc jockey shows and ad-lib productions. Prerequisite: Radio 211 or with consent of instructor.

**69-246. STAGECRAFT AND SCENE DESIGN**

Credit, three hours.

A study of the technical elements of play production. Set construction, painting, staging, and design are the areas stressed. Students are required to do complete stage designs for two plays.

**69-300. PERSUASIVE SPEAKING**

The study of the principles of persuasion and their application to oral communication. Topics include attitude and motivation theories, increasing message persuasiveness, and building communicator credibility. Prerequisites: Speech 202 or consent of instructor.

**69-309. PLAY DIRECTION**

Credit, three hours.

Theory of stage direction and a survey of practical phases of production. Each student is required to prepare a complete production script of a one-act play for presentation in the college theatre.

**69-311. DIRECTION**

Credit, three hours.

Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance.

**69-312. ACTING**

Credit, three hours.

Practice and experience in creating and sustaining roles in plays of various types, styles, and periods. Credit for acting in departmental productions. Prerequisites: Drama 203, or with consent of instructor.

**69-313. BROADCASTING LABORATORY**

Credit, one hour.

Supervised participation in college programs. First semester.

**69-314. BROADCASTING LABORATORY**

Credit, one hour.

Supervised participation in college programs. Second semester.

**69-315. PUBLIC SPEAKING**

Credit, three hours.

A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. Prerequisite: Speech 202 or consent of instructor.

**69-319. DISCUSSION: PRINCIPLES AND TYPES**

Credit, three hours.

The study of communication in group situations. Topics include the social role of the small group, problem-solving techniques, leadership, personality barriers, language problems, conference planning, and evaluation. Prerequisites: Speech 202 or consent of instructor.

**69-320. ARGUMENTATION AND DEBATE**

Credit, three hours.

The study of logic and reason in oral communication. Topics include the effectiveness of logical communications, the forms of logic, the application of logical analysis to human problems, and the logical approach to organizing and developing oral messages. Prerequisites: Speech 202 or consent of instructor.

**69-323. ORAL INTERPRETATION OF LITERATURE**

Credit, three hours.

Study in the theory and practice of deriving the meaning from prose, poetry, and drama, and expressing these works effectively. Prerequisite: Speech 202 or consent of instructor.

**69-326. ADVANCED RADIO BROADCASTING**

Credit, three hours.

An advanced course in radio production styles combined with participation on the announcing staff of the college radio station. Prerequisites: Radio 211 and 213 or with consent of instructor.

**69-327. RADIO PROGRAMMING**

Credit, three hours.

A basic course in radio production with an emphasis on radio station management in which students prepare programs for the campus radio station. Prerequisite: Radio 211 or with consent of instructor.

**69-329. EDUCATIONAL BROADCASTING**

Credit, three hours.

Advanced radio programming combined with the operation of control room facilities on radio station WSHC. Prerequisite: Radio 211 and 213 or with consent of instructor.

**69-330. SPEECH CORRECTION**

Credit, three hours.

A study and mastery of the International Phonetic Alphabet, language development and a survey of the major communicative disorders of speech are the areas emphasized.

**69-331. INTERCOLLEGIATE DEBATE**

Credit, one hour for each semester of active participation in the intercollegiate debate program. Prerequisites: Speech 202, and the consent of the instructor.

**69-332. INTERCOLLEGIATE DEBATE**

Credit, one hour for each semester of active participation in the inter-collegiate debate program. Prerequisites: Speech 202, and the consent of the instructor.

**69-333. INTERCOLLEGIATE DEBATE**

Credit, one hour for each semester of active participation in the inter-collegiate debate program. Prerequisites: Speech 202, and the consent of the instructor.

**69-334. INTERCOLLEGIATE DEBATE**

Credit, one hour for each semester of active participation in the inter-collegiate debate program. Prerequisites: Speech 202, and the consent of the instructor.

**69-341. HISTORY OF THE THEATRE**

Credit, three hours.

The development of the theatre with special attention to period theatres and theatrical styles which influence modern stage presentations.

**69-415. INDEPENDENT STUDY IN SPEECH AND DRAMA**

Credit, one to three hours.

Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama. First and second semester.





## Division of Science and Mathematics



**Dr. Franklin W. Sturges, Division Chairman**

This Division offers the courses, seminars, laboratories, practicums, instruction and counseling which provide opportunities for enhancing the knowledge, skills, literacy, attitudes, and appreciations in science and mathematics which:

1. are consistent with the College's concept of a liberal education,
2. are necessary for the pursuit of an occupation in the sciences, mathematics, or health-related fields as a practitioner, teacher, or technician,
3. are basic to the pursuit of further knowledge in the more advanced natural sciences, mathematics, and health-related professions, and
4. contribute to the development of informed, responsible participating citizens.

- CARL F. BELL, Professor of Biology, B.S., Muskingum College, 1955; M.S., Miami University, 1957; Ph. D., Ohio State University, 1961. (1961)
- HOWARD CARPER, JR., Associate Professor of Physical Science. A.B., Shepherd College, 1952; M.S., Madison College, 1956. Doctoral candidate, The American University. (1957)
- JOHN DIEHL, Professor of Chemistry and Department Head. A.B., Susquehanna University, 1952; M.S., 1954; Ph. D., 1959, Pennsylvania State University. (1965)
- ELEANOR DUNHAM, Adjunct Clinical Instructor of Nursing. Graduate of Kings Daughters Hospital School of Nursing. (1973)
- DAVID C. ELDRIDGE, Assistant Professor of Physics. B.S., Massachusetts Institute of Technology, 1960; M.A.T., Harvard University, 1960; Ph.D., Ohio University, 1974. (1974)
- SILVIO E. FIALA, Adjunct Professor. M.D., Charles University, Prague, 1937. (1972)
- JAMES L. KELSO, Assistant Professor of Mathematics. B.A., 1963; M.A.T. in Mathematics, 1967, Vanderbilt University. (1967)
- JOHN C. LANDOLT, Assistant Professor of Biology. B. A., Austin College, 1965; Ph. D., University of Oklahoma, 1970. (1970)
- JOAN FRANCES LANDREAU, Assistant Professor of Nursing. B.S., 1962; M.S., 1963, St. John's University. (1973)
- RICHARD L. LATTERELL, Associate Professor of Biology. B.A., University of Minnesota, 1950; M.S., The Pennsylvania State University, 1955; Ph. D., Cornell University, 1958. (1968)
- BARBARA MANNING, Adjunct Clinical Instructor of Nursing. Graduate of Kings Daughters Hospital School of Nursing. (1973)
- ROBERT K. MASON, Associate Professor of Mathematics. B.A., Glenville State Teachers College, 1938; M.A., West Virginia University, 1947. Doctoral candidate, West Virginia University. (1961)
- PETER CRAIG MORRIS, Associate Professor of Mathematics and Department Head. B.A., Southern Illinois University, 1959; M.S., University of Iowa, 1961; Ph. D., Oklahoma State University, 1967. (1972)
- CATHERINE A. OLIVERIO, Adjunct Clinical Instructor of Nursing. St. Francis Hospital School of Nursing 1942; B.S.N.E., University of Pittsburgh, 1953. (1973)
- RUTH PAINTER Adjunct Clinical Instructor of Nursing. Graduate of Kings Daughters Hospital School of Nursing. (1973)

- MARY M. PAYLOR, Associate Professor and Director of Nursing. B.S.N.E., Florida State University, 1961; M.Ed., Oregon State University; Ph. D., Florida State University, 1974. (1974)
- CARL K. RAUCH, Assistant Professor of Mathematics. B.S. and B.A., Shepherd College, 1958; M.Ed., University of Florida, 1959. (1968)
- SUE BRYSON REESE, Assistant Professor of Nursing. B.S., Hartwick College, 1955; M.S., Catholic University, 1974. (1974)
- KAREN C. RIDENOUR, Assistant Professor of Nursing. B.S., St. Joseph College, 1964; M.S.N., Catholic University, 1972. (1973)
- HELEN ANN ROBERTSON, Assistant Professor of Nursing. B.S.N., Jamestown College, 1958; M.S., North Dakota State University, 1971. (1973)
- PAUL M. SAAB Assistant Professor of Biology. B.A., 1957; M.S., 1961, West Virginia University. (1964)
- JOHN F. SCHMIDT, Associate Professor of Chemistry. B.S., Villanova University, 1960; Ph. D., Penn State University, 1967. (1968)
- JERRY MILLER SMITH, Associate Professor of Mathematics. B.S., Waynesburg College, 1956; M.S., 1963; Ed. D., 1970, West Virginia University. (1964)
- LITA E. SOCCINO, Instructor of Nursing. B.S., American University, 1953; graduate work at University of Maryland. (1974)
- PATRICIA SOLENBERGER, Adjunct Clinical Instructor of Nursing. B.S., Medical College of Virginia, 1965; M.A., University of Washington, 1973. (1973)
- FRANKLIN W. STURGES, Professor of Science and Mathematics, and Chairman, Division of Science and Mathematics. B.A., San Jose State College, 1952; M.A., 1955; Ph. D., 1957, Oregon State College. (1972)
- RICHARD J. TRAPANE, Adjunct Clinical Instructor of Nursing. A.A., Orange Coast College, 1963; B.S., California State University, 1968; M.S., Fresno State University, 1971. (1974)
- EUGENE JENO VOLKER, Assistant Professor of Chemistry.. B.S., University of Maryland, 1964; M.S., Massachusetts Institute of Technology, 1967; Ph. D., University of Delaware, 1970. (1969)
- CHARLES H. WOODWARD, Assistant Professor of Biology. B.A. and B.S., Shepherd College, 1959; M. Ed., in Science, University of Georgia, 1964. (1965)



## BIOLOGY

**Purpose:** The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to finding solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine, and other related fields.

### Curriculum for Biology and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required in Biology, Chemistry, Physics, and General Science ... 58

Hours required in Biological Science ..... 26

#### Required Courses in Biological Science

Plants as Organisms 208 .....	4
Animals as Organisms 209 .....	4
Cell Biology 305 .....	4
Directed Research 315, 316 .....	2
Genetics 344 .....	4
Developmental Biology 406 .....	4
General Ecology 420 .....	4
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	26

#### Required Courses in Chemistry, Physics and General Science

Practicum 290, 291 .....	2
General Chemistry 108, 109 (or equivalent) .....	8
General Physics 211, 212 .....	8
General Astronomy 105 .....	3
Development of Science Seminar 107 .....	1
Process of Science Seminar 108 .....	1
Physical Geology 206 or	
Historical Geology 207 .....	3
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Electives: At least 6 hours from the following courses, to include a minimum of 3 hours from among 81-312, 313 and 324-325.

Microbiology 302 .....	4
Plant Pathology 310 .....	3
Vertebrate Natural History 312 .....	4
Invertebrate Natural History 313 .....	4
Plant Taxonomy 324, 325 .....	2, 1
Comparative Anatomy 322 .....	4
Plant Physiology 410 .....	3
Animal Physiology 412 .....	3
Special Topics 450 .....	1-3
Organic Chemistry 315, 316 .....	8
Biochemistry 319 .....	3
Biochemical Techniques 320 .....	3
Meteorology 100 .....	3
Introduction to Oceanography 210 .....	3
Earth Science 305 .....	3

**Curriculum for a Major in Biology**

Total Hours in Biology Required for a Major ..... 34

## Required Biology Courses:

Plants as Organisms 208 .....	4
Animals as Organisms 209 .....	4
Cell Biology 305 .....	4
Directed Research 315, 316 .....	2
Genetics 344 .....	4
Developmental Biology 406 .....	4
General Ecology 420 .....	4

Eight additional hours to be selected from

302, 310, 312, 313, 324-325, 332, 401, 410 412, 413, 414, 415 and 450 .....	8
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34

## Required related courses:

General Chemistry 107, 108 .....	8
General Physics 211, 212 .....	8
Development of Science Seminar 107 .....	1
Process of Science Seminar 108 .....	1

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**Curriculum for a Minor in Biology**

Total Hours in Biology Required for a Minor ..... 24

## Required Biology Courses:

Plants as Organisms 208 .....	4
Animals as Organisms 209 .....	4
Cell Biology 305 .....	4

Two of the following three:

Genetics 344 .....	4
Developmental Biology 406 .....	4
General Ecology 420 .....	4

Four additional hours to be selected from:

302, 310, 312, 313, 324-325, 332, 344, 401, 406, 410, 412, 420 .....	4
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24

## Required related courses:

Elementary Chemistry 103, 104 or General Chemistry 107, 108 .....	8
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**CHEMISTRY**

**Purposes:** The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1) to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science; and (5) for a nonscience career where a broad educational background is needed.

### Curriculum for Chemistry and General Science Teaching Field (Comprehensive) Grades 7 through 12

Hours required for Chemistry, General Science .....	44
Hours required in Chemistry .....	22
Required courses in Chemistry: 16 hours	
General Chemistry 107, 108 .....	8
Organic Chemistry 315, 316 .....	8
Electives: 6 hours	
Inorganic Chemistry 310 .....	3
Radiochemistry 308 .....	3
Biochemistry 319 .....	3
Biochemical Techniques 320 .....	2
Analytical Chemistry 321 .....	4
Instrumental Analysis 322 .....	3
Solution Chemistry 327 .....	3
Solution Chemistry Lab 328 .....	1
Seminar 331, 332 .....	2
Advanced Organic Chemistry 415, 416 .....	6
Spectroscopy 427 .....	2
Hours required in related fields: .....	22
Required courses in related fields:	
Plants as Organisms 208 .....	4
Animals as Organisms 209 .....	4
General Physics 211, 212 .....	8
Physical Geology 206 or	
Historical Geology 207 .....	3
General Astronomy 105 .....	3
Electives, if desired:	
Earth Science 305 .....	3
Meteorology 100 .....	3
Geology (not taken above) .....	3
Conservation 309 .....	3

Mathematics to be prescribed by the Division of Science and Mathematics and to meet the needs of the individual.

### Curriculum for a Major in Chemistry

Total hours required for a major .....	33
Required courses:	
General Chemistry 107, 108 .....	8
Organic Chemistry 315, 316 .....	8
Analytical Chemistry 321 .....	4
Instrumental Analysis 322 .....	3
Physical Chemistry Group	
Solution Chemistry 327 .....	3
Solution Chemistry Lab 328 .....	1
Spectroscopy 427 .....	2
Thermodynamics 428 .....	3
Thermodynamics Lab 429 .....	1
Electives:	
Inorganic Chemistry 301 .....	3
Radiochemistry 308 .....	3
Biochemistry 319 .....	3
Required related courses	
General Physics 211, 212 .....	8
Mathematics through Calculus	



Biochemical Techniques 320 .....	2
Seminar 331, 332 .....	2
Advanced Organic Chemistry 415, 416 .....	6
Special Studies 431, 432 .....	6

### Curriculum for a Minor in Chemistry

Total hours required for a minor .....	24
Required courses: 16 hours	
General Chemistry 107, 108 .....	8
Organic Chemistry 315, 316 .....	8
Electives: 8 hours	
Inorganic Chemistry 301 .....	3
Radiochemistry 308 .....	3
Biochemistry 319 .....	3
Biochemical Techniques 320 .....	2
Analytical Chemistry 321 .....	4
Instrumental Analysis 322 .....	3
Seminar 331, 332 .....	2
Physical Chemistry group	
Solution Chemistry 327 .....	3
Solution Chemistry Lab 328 .....	1
Spectroscopy 427 .....	2
Thermodynamics 428 .....	3
Thermodynamics Lab 429 .....	1
Advanced Organic Chemistry 415, 416 .....	6
Special Studies 431, 432 .....	6

## GENERAL SCIENCE

**Purposes:** To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily living and to acquire general knowledge of resources and mineral products.

### Curriculum for General Science (Associate Teaching Field) Grades 7 through 9

Hours required for General Science .....	36
Required Courses:	
Biology (101-102 or 208-209) .....	8
Plant Taxonomy 324 & 325 or Entomology 312 .....	3
Chemistry (103-104 or 107-108) .....	8
General Physics 211, 212 .....	8
Physical Geology 206 or Historical Geology 207 .....	3
General Astronomy 105 .....	3
Electives, 3 hours:	
Meteorology 100 .....	3
Earth Science 305 .....	3
Geology (not taken above) .....	3
Environmental Conservation 309 .....	3
Those who pursue this program must select an additional field.	

### Curriculum for a Teaching Field with Subject Specialization in Science Grades 5 through 9

Hours Required .....	31
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# Required Courses:

General Biological Science 101-102 .....	8
General Physical Science 103-104 .....	8
Physical Geology 206 or Earth Science 305 .....	3

# Electives, 12 hours:

## Two courses from the following:

Historical Geology 207 .....	3
General Astronomy 105 .....	3
Meteorology 100 .....	3

## Two courses from the following:

Plant Taxonomy I 324 .....	2
Plant Taxonomy II 325 .....	1
Field Zoology 312 .....	3
Entomology 303 .....	3
Environmental Conservation 309 .....	3

## Curriculum for a Major in Park Administration, Natural Science Option

This curriculum is presented jointly with the Social Science Division. See the full description for the program in the section of this catalog for that Division on page 198.

General Studies requirements .....	47 hours
Additional specified courses .....	21 hours
General Psychology 103 and 104 .....	6
State and Local Government 102 .....	3
Later American History 202 .....	3
Advanced Composition 332 or Public Speaking 315 .....	3
Environmental Conservation 304 or General Ecology 420 .....	3 (or 4)
Personnel Management 409 .....	3
Park Administration courses .....	21 hours
Introduction to Park Administration 201 .....	3
Park Management I 301 .....	3
Park Management II 302 .....	3
Parks in the Urban Setting 310 .....	3
State and Federal Park Policy 401 .....	3
Directed Field Placement (Natural Science Option) 450 .....	6
Natural Science Option .....	21 hours
Natural Science Interpretation .....	3
Natural Science Electives with at least 6 hours from Biology (81) courses and 6 hours from General Science (84) courses .....	18 hours
Plant Pathology 310 .....	3
Vertebrate Natural History 312 .....	4
Invertebrate Natural History 313 .....	4
Plant Taxonomy I and II 324, 325 .....	3
Plant Physiology 410 .....	3
Animal Psysiology 412 .....	3
Meteorology 100 .....	3
Astronomy 105 .....	3
Physical Geology 206 .....	3
Historical Geology 207 .....	3
Earth Science 305 .....	3

## MATHEMATICS

**Purposes:** To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

### Curriculum for Mathematics Teaching Field (Comprehensive) Grades 7 through 12

Hours required .....	36
Required courses:	
Trigonometry 106 or Algebra-Trig. 105 .....	4
College Algebra 107 or Algebra-Trig. 105 .....	4
Elementary Analysis 108 .....	2
College Geometry 200 .....	3
Calculus with Analytic Geometry I 207 .....	4
Calculus with Analytic Geometry II 208 .....	4
Calculus with Analytic Geometry III 309 .....	4
Introduction to Abstract Algebra 312 .....	3
Computer Programming 317 .....	3
Foundations of Geometry 424 .....	3
Electives approved by Math Department .....	6

### Curriculum for Mathematics (Associate Teaching Field) Grades 7 through 12

Hours required .....	24
Required courses:	
Trigonometry 106 or Algebra-Trig. 105 .....	4
College Algebra 107 or Algebra-Trig. 105 .....	4
Elementary Analysis 108 .....	2
College Geometry 200 .....	3
Introduction to Matrices 204 .....	2
Calculus with Analytic Geometry I 207 .....	4
Introduction to Abstract Algebra 312 .....	3
Foundations of Geometry 424 .....	3
Electives approved by Math Department .....	3

### Curriculum for a Teaching Field with Subject Specialization in Mathematics Grades 5 through 9

Hours required (in addition to 85-215 and 85-300) .....	13
Required courses:	
College Algebra 107 .....	2
Elementary Analysis 108 .....	2
College Geometry 200 .....	3
Introduction to Abstract Algebra 312 (prereq. 200 and 108 for those in this program) .....	3
Foundations of Geometry 424 .....	3

### Curriculum for a Major in Mathematics

Hours required .....	36
Required courses:	
Trigonometry 106 or Algebra-Trig 105 .....	4
College Algebra 107 or Algebra-Trig. 105 .....	4
Elementary Analysis 108 .....	2
Calculus with Analytic Geometry I 207 .....	4



Calculus with Analytic Geometry II 208 .....	4
Calculus with Analytic Geometry III 309 .....	4
Introduction to Abstract Algebra 312 .....	3
Computer Programming 317 .....	3
Electives beyond Calculus .....	12

Each major will select at least one, three hour course from each of the following areas:

Area I.	Analysis	Area II.	Applied	Area III.	General
D. E. ....	401	Stat. Anal. ....	314	Num. Th. ....	404
D. E. ....	402	Num. Anal. ....	318	Topics .....	405
Ad. Calc. ....	410	Th. of Prob. ....	321	Lin. Alg. ....	407
Ad. Calc. ....	411			Intro. to Top. ....	415
				Found. of Geo. ....	424

### Curriculum for a Minor in Mathematics

Hours required .....	23
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Required courses:

Trigonometry 106 or Algebra-Trig. 105 .....	4
College Algebra 107 or Algebra-Trig. 105 .....	4
Elementary Analysis 108 .....	2
Calculus with Analytic Geometry I 207 .....	4
Calculus with Analytic Geometry II 208 .....	4
Electives (300 or 400 level) .....	9

Choice of electives in connection with each of the above programs is subject to the approval of the department.

For purposes of prerequisites to later courses, 85-104 is equivalent to 85-107; 85-105 is equivalent to 85-106 and 85-107.

## NURSING

**Purpose:** The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; beginning clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

As the nursing courses are designed to be progressive in nature, the student must satisfactorily complete each course with a 2.0 in order to proceed with the nursing course series.

### Curriculum for the Associate of Science degree of Nursing

Required courses, first year, 32 semester hours

Elementary Chemistry 82-103, 104 .....	8
Human Anatomy and Physiology 81-225, 226 .....	6
Fundamentals of Speech 69-202 .....	3
Written English 60-101 .....	3

General Psychology 22-103 .....	3
Clinical Nursing I 86-101 .....	4
Clinical Nursing II 86-102 .....	5
Required course, summer session, 5 semester hours	
Clinical Nursing III 86-111 .....	5
Required courses, second year, 34 semester hours	
Clinical Nursing IV 86-201, 202 .....	8
Clinical Nursing V 86-203, 204 .....	12
Microbiology 81-302 .....	4
General Sociology 73-203 .....	3
Nursing Seminar 86-250 .....	1
Electives .....	6

### Curriculum for a Minor in Nursing

Total hours required for a minor .....	34
Required Nursing courses, 34 hours	
Clinical Nursing I 86-101 .....	4
Clinical Nursing II 86-102 .....	5
Clinical Nursing III 86-111 .....	10
Clinical Nursing IV 86-201, 202 .....	8
Clinical Nursing V 86-203, 204 .....	12
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	34
Required related courses	
Human Anatomy and Physiology 81-225, 226 .....	6
Elementary Chemistry (or equivalent) 82-103, 104 .....	8

## MEDICAL TECHNOLOGY

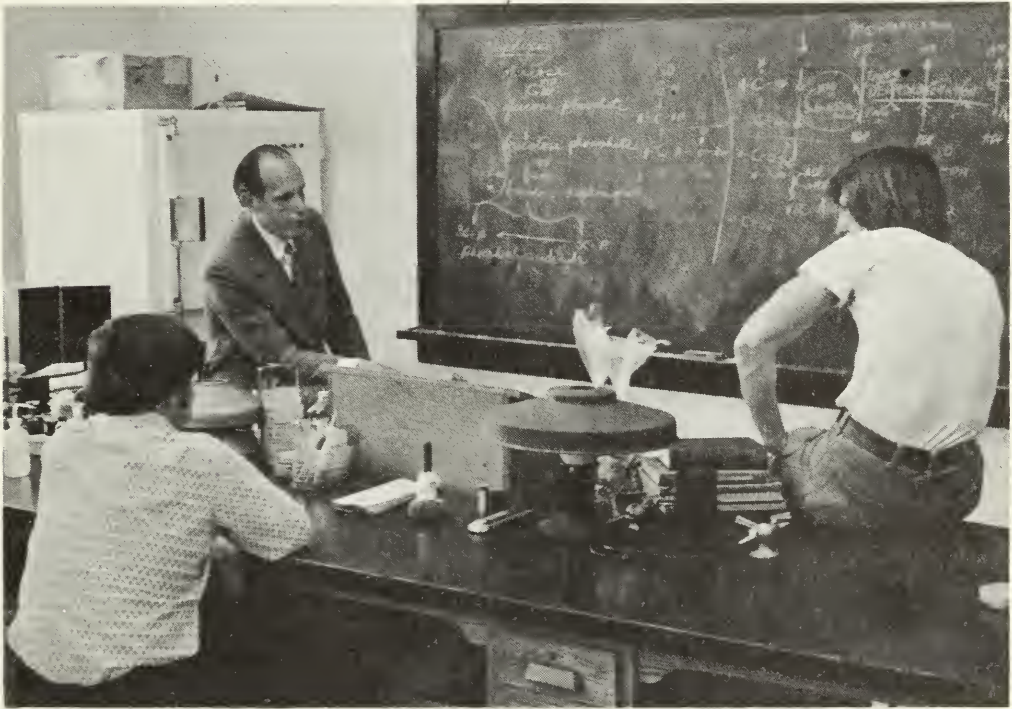
**Purposes:** The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program at a hospital such as the Newton D. Baker Hospital at the Veterans Administration Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College to complete their preparation for admission to the hospital clinical training. Transfer students

must do a minimum of one year's work on the Shepherd College Campus before entering the clinical program.

It is the student's responsibility to apply for admission to the specific hospital programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates.





## **COURSE DESCRIPTIONS**

### **BIOLOGY**

#### **81-101, 102. GENERAL BIOLOGICAL SCIENCE**

Credit, four hours each.

**NOT FOR BIOLOGY MAJORS.** Satisfies general education science requirement, and part of elementary education science requirement. Integrated approach to the biology of plants, animals, and microorganisms. One-fourth centered around environmental principles, one-fourth centered around organismic homeostatic (regulatory) principles, one-fourth centered around reproductive principles, and one-fourth centered around cell physiology. Laboratory topics and sequence closely integrated with lecture. No prerequisites.

#### **81-208, 209. INTRODUCTORY SEQUENCE FOR THE BIOLOGY CORE**

Credit, four hours each.

Introductory sequence for the biology core. Satisfies general education requirement for major, minor, teaching fields, and pre-professional programs for the health professions. Either course may be taken first.

#### **81-208. PLANTS AS ORGANISMS**

Credit, four hours.

The study of general principles of biology that are either distinctive for the plant kingdom, or more readily illustrated with botanical materials. Emphasis on physiology of whole organisms, integrated with the structural basis of plant functions, with the environmental factors controlling plant functions, and with the impact of plant functions in the economy of man and the economy of nature.

#### **81-209. ANIMALS AS ORGANISMS**

Credit, four hours.

The study of general principles of biology that are either distinctive for the animal kingdom, or readily illustrated with zoological materials. Emphasizes the processes of living whole organisms, integrated with those principles of histology, morphology, and phylogeny that is required for a balanced understanding of physiology.

#### **81-225, 226. HUMAN ANATOMY AND PHYSIOLOGY**

Credit, three hours each.

Part of the introductory program in the nursing curriculum, and in the secondary education teaching fields in Health and Physical Education or Safety and Physical Education. The lecture and laboratory are closely related, and the structures and functions are presented as integrated and coordinated units designed to present a concept of the operation of whole human body. No prerequisites. 225 must precede 226.

#### **8-290, 291. PRACTICUM IN BIOLOGY TEACHING**

Credit, one hour each.

Part of sophomore program in biology. For students with a teaching field in the Science areas. Designed to give the student some awareness of the problems of teaching through practical experiences prior to the student teaching situation. Students work with faculty members teaching the introductory science courses, in planning and executing laboratory experiences. The practicum student will observe the learning process in the introductory student, and establish one-to-one tutorial contact with students having difficulty. Also the annual spring biology field trip will be planned and implemented by the practicum student.

**81-302. MICROBIOLOGY**

Credit, four hours.

Part of the required curriculum in nursing and medical technology, and a recommended elective for any biology student. The course will emphasize the impact of microbial activity on human health and disease, including the conditions contributing to microbial increase, spread and virulence, conditions contributing to the body responses leading to resistance and immunity, and methods of interceding in the usual etiology for the purpose of bringing about informed control. The non-medical aspects of microbiology will also be considered, in regard to the basic activities in interacting biological systems, as symbionts, as critical energy conversion agencies, as agents for driving biogeochemical cycles, and as experimental subjects for the discovery of basic biological principles such as intermediary metabolism and the genetic code.

**81-305. CELL BIOLOGY**

Credit, four hours.

Cells are studied as the basic structural and functional units of biological organization. This course approaches definition of the living condition through examination of cellular, sub-cellular and molecular architecture, and analysis of mechanisms by which cells metabolize, grow, reproduce, and interact with their environments. Methods of investigation and the advances in understanding that have accrued to their application are emphasized throughout. Prerequisites: 81-208, 309. First Semester.

**81-310. PLANT PATHOLOGY**

Credit, three hours.

A study of the morphology, life history, host range, and physiology of the plant pathogenic fungi, bacteria, nematodes, and viruses, and a study of the symptoms, pathological anatomy, physiological responses, economic importance and control measures of the more important plant diseases. Prerequisite: Biology 208. First Semester.

**81-312. VERTEBRATE NATURAL HISTORY**

Credit, four hours.

Examination of the structural and functional characteristics of vertebrates as related to their use of various habitats. Identification, classification, and field study of species of this region. Prerequisite: 81-101, 102 or 81-209. Spring or Summer on demand.

**81-313. INVERTEBRATE NATURAL HISTORY**

Credit, four hours.

Intended as an elective course in the biology curriculum. A field oriented study emphasizing living organisms in their natural habitats, their life cycles and interaction with man, other organisms, and the physical environment. Collection, Culture and Identification of the major orders of the parasitic and free living fresh water and temperate terrestrial invertebrate phyla. Prerequisites: 81-208, 209.

**81-315, 316. DIRECTED RESEARCH**

Credit, one hour each.

Required part of the core intended for the Junior year. Intended to provide the student with an opportunity for self-directed learning in library and laboratory phases or research, and to build confidence in communication skills in the design, write-up, and oral reporting of independent research. Prerequisites: 81-208, 209.

**81-324. PLANT TAXONOMY I—FALL FLORA**

Credit, two hours.

First nine weeks of first semester. Field work in the identification of woody plants and Fall flowers. Required of all students with a field in Biology. Designed to illustrate the principles of nomenclature and descriptive morphology. Must be followed by 81-325 in the following semester. This course, along with 81-325, replaces 81-321, Plant Taxonomy. First semester each year. Prerequisite: 81-208.

**81-325. PLANT TAXONOMY II—SPRING FLORA**

Credit, one hour.

Second nine weeks of second semester. Field work in the identification of ferns and Spring flowering plants. Required of all students with a field in Biology. Designed to illustrate the principles and applications of scientific nomenclature and descriptive morphology. Continuation of 81-324, which must precede this course. This course, along with 81-324, replaces 81-321, Plant Taxonomy. Second semester each year. Prerequisites: 81-208 and 81-324.

**81-332. COMPARATIVE ANATOMY**

Credit, four hours.

A comparative study of organs and systems of representative forms of chordates keeping in mind the evolutionary development and relationships of these forms. Concepts of Embryology are applied to an understanding of the adult organism. Laboratory work is concerned with a detailed dissection and comparative study of the amphioxus, necturus, dogfish, and cat. Prerequisite: Biology 209 or equivalent. First Semester.

**81-344. GENETICS**

Credit, four hours.

Required part of the biology core, intended for the junior level. Study of gene transfer from generation to generation; study of gene action in controlling the morphogenesis and biochemical reactions of living organisms; the study of variations in gene action; the study of the patterns of selection within populations of genetically variable members; and the study of the molecular basis of the genetic code. Prerequisites: 81-208, 209, 305.

**81-350. SPECIAL TOPICS FOR NON-MAJORS**

Credit, 1, 2, or 3 hours.

Elective in biology intended to stimulate an interest in nature or in areas of biology having public interest or political significance. Bird life, local flora, economic botany, psychopharmacology, biological energy resources are representative topics. Persons interested in a specific topic should contact the Division Chairman.

**81-401. HISTOLOGY**

Credit, four hours.

A study of microscopic anatomy emphasizing organology, histology and cytology. It embraces a study of function and structure which complements the study of gross anatomy, but provides a structural basis for the study of physiology. Prerequisites: Biology 209 and 322. Second Semester.

**81-406. DEVELOPMENTAL BIOLOGY**

Credit, four hours.

The course content concentrates upon mechanisms and principles involved in cellular differentiation and intergration that accompany development of organisms from single cells into complex multicellular structures. Beginning with relatively simple organisms and progressing to more complex examples of higher plant and animal developmental processes, the student is exposed to both descriptive information and experimental investigative techniques. Prerequisite: 81-208, 209, 305, 344.



### **81-410. PLANT PHYSIOLOGY**

Credit, three hours.

Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant. One must have a background of biology and chemistry to qualify for this course. Prerequisites: Biology 208 and Chemistry 107 and 108. On demand.

### **81-412. ANIMAL PHYSIOLOGY**

Credit, three hours.

A study of the diverse ways in which different kinds of animals meet their functional requirements. One must have a background of biology and chemistry to qualify for this course. Prerequisites: Biology 208 and 209 or the equivalent and Chemistry 107 and 108 or the equivalent. On demand.

### **81-413, 414. SEMINAR IN BIOLOGY**

Credit, one hour each.

Recommended for juniors and seniors pursuing at least a minor program in biology. This course emphasizes library research and oral presentation of subjects of interest and importance in the various fields of biology. Permission of biology staff. On demand.

### **81-415. BIOLOGICAL RESEARCH**

Credit, one to three hours.

Outstanding biology students are given an opportunity to work on some problems of a research nature. This work is done under the direction of the biology staff. An opportunity is given those who do an outstanding job to have their findings published through the West Virginia Academy of Science. Prerequisite: By permission of Div. Chr. On demand.

### **81-420. GENERAL ECOLOGY**

Credit, four hours.

This course emphasizes principles at the population, community, and ecosystem levels of organization. It includes structural and functional relationships between organisms and their environments. Consideration will be given to Man and his relationship to his environment. Prerequisites: 81-208, 209.

### **81-450. SPECIAL TOPICS IN ADVANCED BIOLOGY**

Credit, one to four hours.

Elective for students who have had upper division biology courses. Intended to diversify or specialize a student's training beyond the regular curriculum, taking advantage of a local person's particular interest or skill, or of a faculty member's interest or skill. The course will be pursued in a less formal but no less intensive fashion than the regular courses. Interested students should present specific proposals to the Division Chairman.

## **CHEMISTRY**

### **82-103, 104. ELEMENTARY CHEMISTRY**

Credit, four hours each.

A study of the basic principles of chemistry directed towards a broad understanding of general, organic and biochemistry. Emphasis on the applications of these principles and the fostering of scientific literacy leads to the coverage of topics of contemporary concern such as, energy utilization, air and water pollution, synthetic materials, nutrition and radiation biology. The laboratory provides the setting for illustrating chemical principles and developing manipulative skills. For students of home economics, nursing, physical therapy, hotel-motel and restaurant management and related fields. Each year.

### **82-107, 108. GENERAL CHEMISTRY**

Credit, four hours each.

A broad study of the fundamental laws and theories of chemistry, including bonding, atomic and molecular structure, solutions, kinetics and equilibrium. Particular emphasis is placed upon the mathematical development of chemical principles, the study of acids, bases and salts and an introduction to the chemistry of organic compounds. Environmental chemistry is also presented within the framework of the course. Each year. Summer on demand.

### **82-301. INORGANIC CHEMISTRY**

Credit, three hours.

The theoretical principles of chemical bonding and molecular structure are correlated with the chemical and physical properties of inorganic compounds. Includes covalent and ionic bonding, periodic trends, systematic study of the representative, transition, inner-transition and inert gas elements, structure determination and reaction mechanisms. Prerequisites: Chemistry 107, 108. On demand.

### **82-308. RADIOCHEMISTRY**

Credit, three hours.

A study of the principles underlying the nature of radioactivity and of the various chemical, biological and industrial applications of radioisotopes. Particular emphasis is placed on factors contributing to nuclear instability, nature of the decay process, handling and measurement of radioisotopes and the practical aspects of nuclear energy. Prerequisites: Chemistry 107, 108. On demand.

### **82-315, 316. ORGANIC CHEMISTRY**

Credit, four hours each.

A systematic study of the chemistry of the covalent compounds of carbon. The hydrocarbons, and other monofunctional classes of compounds are discussed in some detail followed by difunctional and polyfunctional compounds such as amino acids, carbohydrates and natural and synthetic polymers. Overall approach of the course is toward problem-solving. Modern instrumental methods are emphasized in the laboratory where a considerable amount of individualized work is possible. Prerequisites: Chemistry 107, 108. Each year.

### **82-319. BIOCHEMISTRY**

Credit, three hours.

A study of the properties of such biomolecules as proteins, enzymes, nucleic acids, carbohydrates and lipids and the relationship between structure and biochemical function. Further emphasis is placed on the localization of biomolecules in the cell, their degradation and biosynthesis, utilization of chemical energy, transport across cell membranes and biochemical regulation. Prerequisites: Chemistry 107, 108. Recommended: Biology 208, 209. Each year.

### **82-320. BIOCHEMICAL TECHNIQUES**

Credit, two hours.

A laboratory course devoted to the study of the physical and chemical properties of naturally occurring substances. Experience is gained in the use of chromatography, electrophoresis, spectrophotometry, manometry and related methods. Prerequisites: Chemistry 319. Each year.

### **82-321. ANALYTICAL CHEMISTRY**

Credit, four hours.

The theoretical and experimental treatment of the principles of chemical equilibrium as applied to the analysis of selected inorganic and organic

substances. Particular emphasis is placed on the use of volumetric, gravimetric and colorimetric methods, along with some special techniques. Prerequisites: Chemistry 107, 108. First Semester.

### **82-322. INSTRUMENTAL ANALYSIS**

Credit, three hours.

The principles and applications of instrumentation as a convenient and readily observable approach to analytical chemistry determinations. Includes the use of ultraviolet, visible and infrared spectrophotometry, fluorimetry, gas chromatography, polarography and related methods. Prerequisites: Chemistry 107, 108 and 321. Second Semester.

### **82-327. SOLUTION CHEMISTRY**

Credit, three hours.

A study of the physical and chemical properties of the solid and liquid states of matter with particular emphasis on solutions. Methods for the preparation of solutions are covered followed by an in-depth treatment of vapor pressure, boiling points, freezing points, viscosity, conductivity, absorption, catalysis and thermochemistry. Prerequisites: Chemistry 107, 108. Alternate years.

### **82-328. SOLUTION CHEMISTRY LABORATORY**

Credit, one hour.

To accompany 82-327.

### **82-331, 332. SEMINAR**

Credit, one hour each.

May be taken more than once for credit. The selection, organization and presentation of topics within one's area of interest in chemistry. Topics are selected from among the current literature, review articles and reports in scientific journals. Prerequisites: Chemistry 107, 108. On demand.

### **82-415, 416. ADVANCED ORGANIC CHEMISTRY**

Credit, one to three hours each.

The content of the course is flexible and can be structured to meet the needs of the student. Possible orientations include: 1) a review and extension of the principles covered in "Organic Chemistry" 2) a detailed treatment of the mechanisms of organic reactions 3) a selective study of the synthesis of organic compounds and 4) molecular orbital theory and rate processes as applied to organic chemistry. Prerequisites: Chemistry 315, 316. On demand.

### **82-427. SPECTROSCOPY**

Credit, two hours.

A study of the classical and quantum theories of the interaction of radiation with matter, including an introduction to the Schrodinger wave equation. The absorption and emission of radiation by atoms and molecules is treated, with particular emphasis being placed on ultraviolet, visible and infrared spectroscopy and resonance phenomena. Prerequisites: Chemistry 107, 108. Physics 211, 212 and Math through Calculus. Alternate years.

### **82-428. THERMODYNAMICS**

Credit, three hours.

A study of the principles underlying the content and transfer of energy in physical and chemical reactions. The classical laws of thermodynamics are introduced and the concepts of free energy, entropy, work and enthalpy are defined and subjected to a careful quantitative treatment. Prerequisites: Chemistry 107, 108. Physics 211, 212 and Math through Calculus. Alternate years.



**82-429. THERMODYNAMICS LABORATORY**

Credit, one hour.

To accompany the above course.

**82-431, 432. SPECIAL STUDIES**

Credit, one to three hours each.

An individualized program of study. Enables the student to broaden his background within a special area of interest through exposure to advanced concepts and experimental techniques. Usually includes laboratory work, literature search and the preparation of a scientific report. By departmental permission. On demand.

**PHYSICS**

**83-211. GENERAL PHYSICS**

Credit, four hours.

An introductory treatment of the fundamentals of mechanics, heat and sound. Three lecture-recitation periods and one double laboratory period per week. First Semester.

**83-212. GENERAL PHYSICS**

Credit, four hours.

An introductory treatment of the fundamentals of electricity, magnetism and light. Three lecture-recitation periods and one double laboratory period per week. Prerequisite: Physics 211. Second Semester.

**83-300. ELECTRONICS**

Credit, four hours.

A development of the fundamental concepts and principles of vacuum-tube and semi-conductor theory and their application to such circuits as power supplies, amplifiers, and oscillators. Prerequisites: Physics 211 and 212, and consent of instructor. On demand.

**83-310. PHOTOGRAPHY**

Credit, three hours.

An introductory course in photography dealing with the characteristics and uses of various types of cameras, lenses, filters, and films. Developing and printing will be done in laboratory sessions. The physics appropriate to the subject will be treated. Summer, on demand.

**83-319. MECHANICS**

Credit, four hours.

A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: Physics 211 and consent of instructor. First Semester, on demand.

**83-320. HEAT**

Credit, four hours.

A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: Physics 211 and consent of instructor. Second Semester, on demand.

**83-321. LIGHT**

Credit, four hours.

Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: Physics 212 and consent of instructor. On demand.

### **83-322. ELECTRICITY AND MAGNETISM**

Credit, four hours.

An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: Physics 212 and consent of instructor. First Semester, on demand.

### **83-323. INTRODUCTION TO MODERN PHYSICS**

Credit, four hours.

An introduction to contemporary atomic physics. Particle analysis, phenomenon connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: Physics 211 and 212 and consent of instructor. On demand.

### **83-401-404. SPECIAL PROJECTS**

Credit, one hour per semester.

Experimental and theoretical research projects in specific areas of physics. Project assignment dependent upon student's ability and interest. Prospective freshmen interested in preparing for a career in teaching physics in secondary schools or for graduate school study in physics should contact the Physics Department prior to registration. Students enrolled in the comprehensive physics and general science program or enrolled as mathematics majors with a physics minor can complete 32 credit hours of physics and 21 credit hours of math which is sufficient for admittance and success in graduate school physics programs.

## **GENERAL SCIENCE**

### **81-100. METEOROLOGY**

Credit, three hours.

A course dealing with the physical processes involved in weather phenomena, emphasizing the gathering of pertinent data and its analysis. On demand.

### **84-103. GENERAL PHYSICAL SCIENCE**

Credit, four hours.

A survey course in physical science encompassing astronomy, chemistry, geology, meteorology, nuclear science and physics. The principles and applications presented are characteristic of introductory courses in the separate areas listed above. The scientific approach to problem solving and the interdependency of the areas of science are emphasized. Three lecture-recitation periods and one double laboratory period per week. First Semester and summer.

### **84-104. GENERAL PHYSICAL SCIENCE**

Credit, four hours.

A continuation of General Physical Science 103. Second Semester and summer.

### **84-105. GENERAL ASTRONOMY**

Credit, three hours.

A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer. On demand.

### **84-108. DEVELOPMENT OF SCIENCE SEMINAR**

Credit, one hour.

A seminar designed to provide the students who have chosen the natural science as a field of study an opportunity to develop a more complete and accurate understanding and appreciation of science in terms of its underlying philosophy and the manner in which science has developed. Early

in their course work in the sciences, students will be expected to engage in various types of experiences where an understanding and appreciation of the philosophy on which scientific-investigation is based is essential to their success. This seminar will provide that background. Open only to students emphasizing studies in the sciences. First Semester.

#### **84-109. PROCESS OF SCIENCE SEMINAR**

Credit, one hour.

In this seminar students will be engaged in the study and evaluation of research activities of others, thereby leading them to a more complete and accurate understanding of the scientific method and its implications. Prerequisite: 84-108. Second Semester.

#### **84-206. PHYSICAL GEOLOGY**

Credit, three hours.

A general study of igneous, metamorphic, and sedimentary rocks, relief, water and the more important minerals and ores. On demand.

#### **84-207. HISTORICAL GEOLOGY**

Credit, three hours.

A study of the history of the earth—its changing face and structure and the changing forms of living things whose remains or traces are found in the rocks. The program of study will include several field trips. On demand.

#### **84-210. INTRODUCTION TO OCEANOGRAPHY**

Credit, three hours.

A survey of oceanography at an introductory level, involving the properties of sea water and its movement; the chemistry, physics, and biology of the ocean; bathymetric features and submarine geology; and oceanographic instruments and methods of collecting data. On demand.

#### **84-300. HISTORY OF SCIENCE**

Credit, three hours.

A general survey of the progress of science from earliest times to the present. The main scientific discoveries and theories are considered in their historical perspective. On demand.

#### **84-304. ENVIRONMENTAL CONSERVATION**

Credit, three hours.

An introduction to basic ecological concepts and their application to current problems of Man's use of natural resources. Consideration of historical development of the conservation movements as a foundation for understanding current social and environmental dilemmas. Second Semester.

#### **84-305. EARTH AND SPACE SCIENCE**

Credit, three hours.

A course in which fundamental principles of chemistry and physics are applied in a study of geology, astronomy, meteorology, oceanography, and space science. Instruction is oriented toward student paced independent projects selected on the basis of the student's qualifications. Prerequisite: 16 semester hours of science courses and upper class standing with permission of the Division Chairman and instructor. On demand.

### **MATHEMATICS**

#### **85-100. PRE-ANALYSIS**

Credit, one hour.

Meets twice a week. Review of numeration systems, arithmetic, and elementary topics in algebra. Recommended for those students with high school mathematics deficiency. First and Second Semesters.



### **85-104. COLLEGE ALGEBRA FOR THE BEHAVIORAL SCIENCES**

Credit, three hours.

Algebraic tools with emphasis on numerical applications as requested from the various behavioral sciences. First and Second Semesters.

### **85-105. ALGEBRA-TRIGONOMETRY**

Credit, four hours.

A combined course of selected topics in algebra and trigonometry together with applications. Recommended background: 85-100 or a year of high school algebra. First Semester.

### **85-106. TRIGONOMETRY**

Credit, two hours.

A course in plane trigonometry. Recommended background: 85-100 or a year of high school algebra. First Semester.

### **85-107. COLLEGE ALGEBRA**

Credit, two hours.

Elementary topics in algebra including numeration systems, operations with polynomials and the study of linear and quadratic systems. Recommended background: 85-100 or a year of high school algebra.

### **85-108. ELEMENTARY ANALYSIS**

Credit, two hours.

More advanced topics in algebra including solution of polynomials and introduction to the theory of equations needed for the calculus. Other topics may be chosen from the binomial theorem, matrices and determinants, induction, progressions, permutations and combinations. Prerequisite: 85-107 or equivalent.

### **85-111. MATHEMATICS OF FINANCE**

Credit, three hours.

Principles of interest and discount, annuities and insurance, amortization, bonds, and similar topics. First semester.

### **85-200. COLLEGE GEOMETRY**

Credit, three hours.

The course offers a survey of classical Euclidean geometry with reference to non-Euclidean geometry. Both informal and formal geometry are introduced emphasizing the use of algebra. Constructions and curve tracing are integrated throughout various topics. Deductive logic and use of truth tables are examined in applied situations. Prerequisite: One year of high school geometry or approval of the instructor. Required for all mathematics teaching programs. First Semester.

### **85-202. SLIDE RULE**

Credit, one hour.

A course designed to acquaint students with basic operations on the standard slide rule. On demand.

### **85-204. INTRODUCTION TO MATRIX**

Credit, two hours.

Applications of matrix techniques in two and three dimensions; mention of higher dimensional analogues when appropriate. Examples from communications networks, social dominance, various applications to business and industry, elections, solving of systems of equations, and geometry. If time permits, determinants may be considered.

**85-205. CALCULUS WITH APPLICATIONS**

Credit, four hours.

Topics in differential and integral calculus, with stress on their applications in biology and the social and behavioral sciences. Prerequisite: 85-104 or equivalent. First and Second Semester.

**85-207. CALCULUS WITH ANALYTIC GEOMETRY I.**

Credit, four hours.

Fundamental concepts of differential calculus, using analytical geometry. Topics include limits, continuity, differentiation of algebraic, trigonometric, exponential and logarithmic functions. Prerequisite: 85-105 or 85-106 and 85-107; corequisite: 85-108. Second Semester.

**85-208. CALCULUS WITH ANALYTIC GEOMETRY II**

Credit, four hours.

Continuation of Mathematics 207. Study of integration and special topics in analytic geometry. Topics include definition of the definite integral, formulas and methods of integration, conics, parametric equations, polar coordinates and applications of the integral. Prerequisite: Mathematics 207. First Semester.

**85-215. INTRODUCTION TO MATHEMATICS**

Credit, three hours.

A study of the structure of number systems and the operations defined on these systems. A development of the ability to use such systems. An introduction to the ideas and basic principles of some areas of mathematics, required in the General Education Program, unless the student completes two other mathematics courses as part of his required program. First and Second Semesters and Summer.

**85-217. COMPUTERS IN EDUCATION, NATURAL SCIENCE,  
SOCIAL SCIENCE AND THE HUMANITIES**

Credit, two hours.

The purpose of this course is to demonstrate specific uses of the computer as a tool in various academic disciplines and in the field of education. Examples will be chosen from such fields as physical science, life science, music, social science and languages. The use of the computer as a teaching aid will also be demonstrated. The student will do some very simple programming in the SL-1 (Student Language-1). Students who complete this course and then desire a broader knowledge of hardware, data processing systems and programming will be advised to take Bus. Ad. 214 or 235. Prerequisite: none.

**85-290, 291. PRACTICUM IN MATHEMATICS TEACHING**

Credit, one hour.

Practical experience in teaching mathematics will be provided in a tutorial setting, under the guidance and supervision of a faculty member. Two or three hours of student-tutor interaction will be arranged each week. Prerequisite: 85-207 or approval of instructor.

**85-300. MATHEMATICS FOR ELEMENTARY TEACHERS**

Credit, three hours.

The development of the Real Number system emphasizing the application of the "field" properties and axioms to ordinary arithmetic processes. Union and intersections of sets. Measurement in the English and metric systems. Relations, functions and coordinate geometry. Models for Euclidean and non-Euclidean geometries. Prerequisites: 85-215 and a major in Elementary Education.

### **85-309. CALCULUS WITH ANALYTIC GEOMETRY III**

Credit, four hours.

Continuation of Mathematics 208. Vectors in two and three dimensions, solid analytical geometry, partial differentiation, multiple integration, infinite series. Prerequisites: Mathematics 208. Second Semester.

### **85-312. INTRODUCTION TO ABSTRACT ALGEBRA**

Credit, three hours.

Provides the student with a body of facts from number theory, group theory, and formal algebra necessary to understanding and appreciation of abstract algebra. Prerequisite: Mathematics 207 or approval of instructor; in particular, for students with elementary specialization, prerequisites are 85-108 and 85-200. First Semester.

### **85-314. STATISTICAL ANALYSIS**

Credit, three hours.

A course for those needing an elementary knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion, correlation, elementary analysis of variance, and familiar topics. The problem approach is emphasized. Prerequisite: 85-104, or 85-105, or 85-107.

### **85-317. MATHEMATICAL PROGRAMMING**

Credit, three hours.

A study of the methods of computer programing, particularly FORTRAN, with an introduction to the mathematics used in computer programing to obtain numerical solutions to problems. Prerequisite: Approval of instructor.

### **85-318. NUMERICAL ANALYSIS**

Credit, three hours.

A study of numerical methods applied to such problems as the solutions of equations, interpolation, differentiation, integration, and solution of differential equations. Emphasis on obtaining solutions with computer programs. Prerequisite: 85-317 and 85-207.

### **85-321. THEORY OF PROBABILITY**

Credit, three hours.

An introductory course in probability theory. A somewhat formal presentation of finite sample spaces and random variables described thereon. Prerequisite: 85-208.

### **85-401, 402. DIFFERENTIAL EQUATIONS**

Credit, three hours (each course).

Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included. Prerequisite: Mathematics 208. Alternate years.

### **85-404. NUMBER THEORY**

Credit, three hours.

An introductory course in number theory with emphasis on the classical theorems and problems. Prerequisite: approval of the instructor. Alternate years.



**85-405. TOPICS IN MODERN MATHEMATICS**

Credit, three hours.

A course designed to acquaint advanced student with certain topics outside the traditional course in mathematics. Prerequisite: approval of the instructor.

**85-407. LINEAR ALGEBRA**

Credit, three hours.

Matrices and vector spaces. Euclidean  $n$ -space, linear transformations, bilinear and quadratical forms topics. Prerequisite: approval of the instructor. Alternate years.

**85-410, 411. ADVANCED CALCULUS**

Credit, three hours (each course).

A thorough examination of the fundamentals of elementary calculus and its extensions, with emphasis on interrelation with other areas of mathematics.

**85-414. HISTORY AND DEVELOPMENT OF MATHEMATICS**

Credit, three hours.

Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers. On demand.

**85-415. INTRODUCTION TO TOPOLOGY**

Credit, three hours.

A study of the concepts of pointset topology including topological spaces, separation properties, compactness, continuity and convergence. Prerequisite: Mathematics 208. On demand.

**21-420. TEACHING OF SECONDARY MATHEMATICS**

Credit, three hours.

(See Education 420). On demand.

**85-424. FOUNDATIONS OF GEOMETRY**

Credit, three hours.

A careful axiomatic development of certain parts of elementary Euclidean and non-Euclidean geometry. The examination of the axiomatic method as an important pattern of thought. Prerequisite: 85-312. Second Semester.

**85-425. PROJECTIVE GEOMETRY**

Credit, three hours.

Homogenous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics. Second Semester. On demand.

**85-430. INDEPENDENT STUDY**

Credit, one to three hours.

Under certain conditions advanced students may be admitted to independent study in mathematics. See detailed requirements elsewhere in catalog. On demand.

**85-432. SEMINAR**

Credit, one or two hours.

Subjects are selected in accordance with the needs and interests of students currently enrolled. Offered on demand. Admission on faculty recommendation only.

## NURSING

### 86-101. CLINICAL NURSING I.

Credit, 4 hours.

This course will develop awareness of man's needs; problems arising from needs, pathophysiological and psychosocial; man's adaptive processes in relation to concepts of health and illness. Tools will be utilized to assess, plan and implement a plan to meet the need/problems. Communication and psychomotor skills will be stressed. First semester.

### 86-102. CLINICAL NURSING II

Credit, 5 hours.

This course will continue to assess need/problems of man, to develop nursing skills necessary to meet the need/problems and on-going appraisal of the nursing process. The pathophysiological needs will be a main focus. Concepts of drug therapy will be introduced as well as the team approach to patient care. Prerequisite: 86-101. Second semester.

### 86-111. CLINICAL NURSING III

Credit, 5 hours.

This course will aid in the identification of problems arising from needs that are primarily psychosocial in nature. Common psychiatric disorders as well as sociological problems are considered. Current concepts in treatment interpersonal skills, and nursing techniques are studied and utilized in clinical practice. Prerequisite: 86-102. Summer.

### 86-201, 202. CLINICAL NURSING IV

Credit 4 hours, each semester.

This course will identify the needs/problems which become accentuated during certain normal physiological states as well as with certain pathophysiological conditions. All age groups which develop such needs/problems will be examined. Current concepts in nursing technique and practice will be included. Prerequisite, Clinical Nursing III.

### 86-203, 204. CLINICAL NURSING V

Credit, 3-6 hours, each semester.

This course, divided into four modules, will identify selected components within the practice of nursing. Nursing care will be planned with individuals and families to re-establish and maintain health and prevent illness. Utilizing the Nursing process:

**Module I**—will consider the process of child bearing and the physiological and psychomotor development of the newborn child through adolescence.

**Module II**—will consider and utilize advanced nursing skills as related to selected and/or various pathophysiological conditions.

**Module III**—will identify stresses or crises experienced during periods of health and illnesses and utilize appropriate nursing intervention.

**Module IV**—will identify concepts and skills basic to beginning nursing leadership roles.

Prerequisite, Clinical Nursing III.

### **86-250. NURSING SEMINAR**

Credit, one hour.

A course intended to acquaint the student with the practice of nursing, nursing opportunities, transition from student to professional and societal forces which alter the nursing role. Prerequisite: 86-111.

## **MEDICAL TECHNOLOGY**

### **87-421. MEDICAL TECHNOLOGY I**

Credit, nine hours.

Medical Technology I introduces the student to the clinical chemistry laboratory. Here, the student is provided the training necessary for him to become proficient in performing the chemical analyses of blood, urine, etc. Registration for this course must occur during registration for the summer terms.

### **87-422. MEDICAL TECHNOLOGY II**

Credit, thirteen hours.

This course incorporates clinical physiology, clinical hematology, blood-banking, and genetics into a one semester block of work. Most of the student's time is spent in the clinical laboratory and on the hospital ward where he learns those procedures and tests common to this phase of medical technology. The student must register for this course during the regular fall registration.

### **87-423. MEDICAL TECHNOLOGY III**

Credit, fifteen hours.

Medical Technology III represents the student's final semester of work. During this time he is introduced to clinical microbiology, serology, histological techniques, cytology, statistics and laboratory management. Students must register for this course during the regular spring registration period.



Science students get practical experience in labs.



## Division of Social Sciences



**Dr. John E. Stealey, III, Division Chairman**

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology, and social studies teaching. Minor fields of study are available in history, political science, and sociology. In addition the Division offers courses in the disciplines of geography and philosophy. The faculty is dedicated to the preparation of students for entrance into teaching, into graduate and professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with near-by localities in Virginia and Maryland.

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- ROLAND W. BERGMAN, Assistant Professor of Geography. B.A., University of Minnesota, 1967; M.S., 1969; Ph.D., 1974, University of Wisconsin (1974)
- VIRGIL JAMES BROWN, JR., Assistant Professor of Sociology. B.A., 1970; M.S., 1971, Kansas State College; Doctoral candidate at South Dakota State University (1971).
- MILLARD KESSLER BUSHONG, Professor of History. A.B., Roanoke College, 1933; M.A., 1937; Ph.D., 1941; West Virginia University. (1963)
- KATHARINE P. FRESCOLN, Associate Professor of History. A.B., Wittenberg University, 1965; M.A., 1966; Ph.D., 1971, West Virginia University. (1967)
- WALTER KARL HANAK, Associate Professor of History. B.A., University of Texas, 1957; M.A., 1965; Ph.D., 1973, Indiana University. (1970).
- JAMES C. HOLLAND, Associate Professor of History. A.B., 1959; M.A., 1965; University of Maryland, Ph.D., Catholic University, 1968. (1971)
- THOMAS H. KIEFER, Assistant Professor of Political Science. B.A. University of Florida, 1966; M.S., 1967; Ph.D., 1970; Florida State University. (1971)
- CARLTON ELWOOD MUNSON, Assistant Professor of Sociology and Social Welfare and Social Welfare Program Coordinator. B.A., Shepherd College, 1964; M.S.W., University of Maryland, 1969; Doctoral candidate at University of Maryland. (1971)
- CAROL A. PUCKETT, Instructor of Sociology and Social Welfare. B.A., Muhlenberg College, 1965; M.S.W., Howard University, 1970. (1971)
- HANG YUL RHEE, Assistant Professor of International Relations. L.L.B., College of Law, Seoul, Korea, 1961; M.A., Columbia University, 1963. Doctoral candidate at The American University. (1968)
- HERBERT SCHLOSSBERG, Professor of History and Academic Dean. B.A., Bethel College, 1959; M.A., University of Missouri, 1961; Ph.D., University of Minnesota, 1965; M.P.A., The American University 1970. (1973)
- RALPH S. SHERRARD, Assistant Professor of History and Geography. B.A., Yale University, 1949; M.Ed., University of Virginia, 1955. (1968)

JOHN EDMUND STEALEY, III, Associate Professor of History, and Chairman, Division of Social Sciences. A.B., 1963; M.A., 1965; Ph.D., 1970, West Virginia University. (1969)

JERRY B. THOMAS, Assistant Professor of History, A.B., West Virginia University, 1963; M.A., 1967; Ph.D., 1971, University of North Carolina. (1972)

KATHRYN BECKNER VENABLES, Assistant Professor of Sociology. B.A., 1950; M.A., 1954, Marshall University. (1969)

MARY M. WALKER, Assistant Professor of Political Science. B.S., 1960; M.A., 1963; Ph.D., 1971, Indiana University. (1971)

ROBERT GRAHAM WILLGOOS, Assistant Professor of History. B.S., Georgetown University, 1965; Ph.D., Catholic University, 1969. (1969)

## HISTORY

**Purpose:** The study and understanding of the various civilizations and of the historical past in all aspects will enable citizens to confront the present and future with more intelligence and responsibility.

### Curriculum for a Major in History

Total hours required for a major .....	30
Required courses, 18 hours:	
American History 201 and 202 .....	6
American Federal Government 101 .....	3
Modern European History 333 .....	3
Recent United States History 312 or World History 404 .....	3
History of Russia 412 or The Far East 420 .....	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or	
Constitutional Law 401	

### Curriculum for a Minor in History

Total hours required for a minor .....	24
Required courses, 18 hours:	
American History 201 and 202 .....	6
American Federal Government 101 .....	3
Modern European History 333 .....	3
Recent United States History 312 or World History 404 .....	3
History of Russia 412 or The Far East 420 .....	3
Elective courses, 6 hours selected from upper division	
courses in history.	

### Curriculum for Teaching Field in Social Studies (Comprehensive) Grades 7 through 12

Required semester hours .....	51
History .....	27
History of Civilization 101 and 102 .....	6
American History 201 and 202 .....	6
West Virginia History, Geography & Government 209 .....	3



Recent United States History 312 .....	3
Modern European History 333 .....	3
History of Russia 412 or The Far East 420 .....	3
Elective from upper division History courses .....	3
Government 101 and 102 .....	6
Sociology 203 and 205 .....	6
Economics 205 and 206 .....	6
Geography 101 and 301 .....	6
<b>Total .....</b>	<b>51</b>

**Curriculum for Teaching Field in Social Studies  
Grades 5 through 9**

Required semester hours .....	27
History .....	15
History of Civilization 101 and 102 .....	6
American History 201 and 202 .....	6
West Virginia History, Geography and Government 209 .....	3
Government 101 American Federal Government .....	3
Sociology 203 General Sociology .....	3
Economics 205 Principles of Economics .....	3
Geography 101 Principles of World Geography .....	3
<b>Total .....</b>	<b>27</b>

**PARK ADMINISTRATION**

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

**Curriculum for a Major in Park Administration**

Minimum hours required for graduation .....	128
General Studies Requirements .....	47
Park Administration and Additional Courses .....	42
General Psychology 103 and 104 .....	6
State and Local Government 102 .....	3
Later American History 202 .....	3
Advanced Composition 332 or Public Speaking 315 .....	3
General Ecology 420 or Environmental Conservation 304 .....	3
Personnel Management 409 .....	3
Introduction to Park Management 201 .....	3
Park Management 301 and 302 .....	6
Parks in Urban Setting 310 .....	3
State and Federal Park Policy 401 .....	3
Directed Field Placement 450 .....	6
American historical or natural science option* .....	21
Early American History 201 .....	3
American Social History to 1877 315 .....	3

American Social History since 1877 316 .....	3
Historic Preservation and Interpretation 300 .....	3
American history electives from the following group .....	9
American Colonial History and Revolutionary Experience 302 ....	3
The Early Republic, 1781-1850, 303 .....	3
American Civil War and Reconstruction 304 .....	3
History of the Lower Shenandoah Valley 305 .....	3
The Gilded Age and Progressive Era 310 .....	3
Economic History of the United States 311 .....	3
Recent United States History 312 .....	3
Diplomatic History of the United States 402 .....	3
History of the American Negro 405 .....	3
Techniques of Research 413 .....	3
Readings in American and Western Hemispheric History 425, 426 ..	3
American Art 409 .....	3

\*Natural Science option is listed in Division of Science and Mathematics section of this catalog.

## POLITICAL SCIENCE

**Purposes:** To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

### Curriculum for a Major in Political Science

Total hours required for a major ..... 30

Required courses, 15 hours:

State and Local Government 102 .....	3
Public Administration 201 .....	3
International Relations 403 .....	3
Early Political Theory 315 .....	3
Comparative Governments 325 .....	3

Elective courses, 15 hours:

- Any 300 or 400 level courses in political science
- Government and Business 300
- World Political Geography 302
- Public Finance 310
- Diplomatic History of the United States 402

### Curriculum for a Minor in Political Science

Total hours required for a minor ..... 24

Required courses, 15 hours:

State and Local Government 102 .....	3
Public Administration 201 .....	3
International Relations 403 .....	3

Early Political Theory 315 .....	3
Comparative Governments 325 .....	3

Elective courses, 9 hours:

Any 300 or 400 level course in political science

Note: It is assumed that Political Science 101, American Federal Government, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.

## The Washington Semester

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

## SOCIAL WELFARE

Shepherd College offers a four-year, liberal arts curriculum leading to a Bachelor of Science Degree in Social Welfare. The general purpose of the Social Welfare course of instruction is to develop within the student an inquiring, creative, scientific attitude toward the study of man, his basic groups and his various forms of society and



culture. The total program is thoroughly grounded in the liberal arts while a major aim of the specific social welfare course content is designed to provide students with the basic values, attitudes, and skills needed to function as a first-level helping person and change-agent within this Nation's system of delivery of human welfare services.

The major objectives of the social welfare program are as follows:

1. To contribute to the general education of the student through providing a course of instruction based upon the liberal arts tradition.
2. To develop within the student a sense of basic social work values through exploration of social welfare needs, services and issues.
3. To develop knowledge and skill in delivery of human welfare services.
4. To expose students to the basic elements of social work practices in the traditional areas of casework, group work, and community organization as well as the emerging concept of the social work "generalist".
5. To prepare students for professional social work positions in rural and urban settings not requiring graduate social work education.
6. To contribute to the preparation of students for admission to graduate schools of social work that offer advanced professional education.

### Curriculum for a Major in Social Welfare

Minimum hours required for graduation .....	128
General Education Requirements .....	47
Social Welfare Curriculum .....	66
Approved electives (300 or 400 level unless foreign languages or Economics 206 is selected) .....	15
Note: Social welfare majors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.	
Total hours required for a major .....	66
Psychology 103 and 104 General Psychology .....	6
Psychology 205 Social Psychology or Psychology 310 Psychology of Personality .....	3
Political Science 102 State and Local Government .....	3
Sociology 205 Social Problems .....	3
Social Welfare 301 Social Welfare as a Social Institution .....	3
Social Welfare 311 Social Work Methods I .....	3
Social Welfare 312 Social Work Methods II .....	3
Sociology 303 The Family .....	3
Sociology 307 Population and Urban Problems .....	3
Sociology 312 Introduction to Juvenile Delinquency or Social Welfare 313 Child Welfare Services .....	3
Mathematics 314 Statistical Analysis .....	3
Philosophy 315 Ethics .....	3

Home Economics 300 Marriage Relations .....	3
Home Economics 304 Child Development .....	3
Home Economics 318 Nutrition .....	3
Home Economics 403 Consumer Economics .....	3
Social Welfare 404 Social Welfare Seminar .....	3
Social Welfare 407 and 408 Field Experience in Social Work ....	6
Sociology 402 Criminology .....	3
Sociology 403 Ethnic Relations .....	3

**SOCIOLOGY**

The major objectives of the sociology program are:

1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.
2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in a democratic society.
3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

**Curriculum for a Major in Sociology**

Total hours required for a major .....	36
Required courses, 21 hours:	
Sociology 205 Social Problems .....	3
Sociology 303 The Family .....	3
Sociology 312 Introduction to Juvenile Delinquency or	
Sociology 402 Criminology .....	3
Sociology 403 Ethnic Relations .....	3
Sociology 405 Research Methods .....	3
Sociology 410 Social Theory .....	3
Mathematics 314 Statistical Analysis .....	3
Elective courses, 15 hours:	
Any 300 or 400 level course in sociology or	
anthropology	
Education 310 Educational Sociology	

Note: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance of the sociology major or minor curriculum.

**Curriculum for a Minor in Sociology**

Total hours required for a minor .....	24
Required courses, 15 hours:	
Sociology 205 Social Problems .....	3
Sociology 303 The Family .....	3

Sociology 312 Introduction to Juvenile Delinquency or	
Sociology 402 Criminology .....	3
Sociology 403 Ethnic Relations .....	3
Sociology 410 Social Theory .....	3

Elective courses, 9 hours:  
Any 300 or 400 level course in sociology  
or anthropology  
Education 310 Educational Sociology  
Mathematics 314 Statistical Analysis





## **COURSE DESCRIPTIONS**

### **HISTORY**

#### **71-101. HISTORY OF CIVILIZATION**

Credit, three hours.

A survey of civilization with emphasis upon the development of western culture. It begins with prehistoric man and continues to the middle of the Seventeenth century.

#### **71-102. HISTORY OF CIVILIZATION**

Credit, three hours.

Contemporary civilization and its world background with continuing emphasis on western culture. A continuation of 101 which includes the present.

#### **71-201. EARLY AMERICAN HISTORY**

Credit, three hours.

American history and the development of democracy from 1492 to 1865.

#### **71-202. LATER AMERICAN HISTORY**

Credit, three hours.

American history from 1865 to the present. Emphasis is placed upon the aftermath of Reconstruction and the new social, political, and economic issues as they bear upon the history of the present.

#### **71-209. WEST VIRGINIA HISTORY, GEOGRAPHY AND GOVERNMENT**

Credit, three hours.

The Westward expansion across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and present problems of the state. It includes a study of the rivers, mountains, transportation, industries, and economic problems. First and Second Semester.

#### **71-300. HISTORIC PRESERVATION AND INTERPRETATION**

Credit, three hours.

This course will familiarize the student with the historic preservation policies and procedures of local, state, and national governments and of the outstanding private efforts in the field. A study of the general principles and methods of interpretation of historic phenomena to the general public will be involved. Extensive out-of-classroom use will be made of the historical resources in the local area for interpretive practice and preservation examples. Prerequisite: 71-201/202 or consent.

#### **71-302. AMERICAN COLONIAL HISTORY AND REVOLUTIONARY EXPERIENCE**

Credit, three hours.

This course will examine the motivations and background of European exploration and settlement; the political, social, and intellectual development of the English colonies in America; the imperial role and reaction; the ideological and legal basis of revolution; and the American Revolution and its result.

#### **71-303. THE EARLY REPUBLIC, 1781-1850**

Credit, three hours.

The emphasis will be on the growth and development of the American Republic in the Confederation period, the early national era, the so-called era of good feelings, and the Jacksonian Era.

**71-304. THE AMERICAN CIVIL WAR AND RECONSTRUCTION**

Credit, three hours.

A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: History 201 or its equivalent.

**71-305. HISTORY OF THE LOWER SHENANDOAH VALLEY**

Credit, three hours.

This course seeks to capitalize upon Shepherd's location in a rich historical section. The Potomac Valley is also included. A study is made of local and regional history from the early settlements to the present. Field trips are made to nearby historical places.

**71-310. THE GILDED AGE AND PROGRESSIVE ERA**

Credit, three hours.

This course will encompass the domestic development of modern America from the end of Reconstruction through the New Freedom program of Woodrow Wilson.

**71-311. ECONOMIC HISTORY OF THE UNITED STATES**

Credit, three hours.

Economic growth and development of the United States.

**71-312. RECENT UNITED STATES HISTORY**

Credit, three hours.

The United States involvement and homefront in World War I, the return to normalcy, the roaring twenties, depression, the New Deal, the World War II participation, the Truman years, the Eisenhower Administration, the New Frontier and Great Society, and Nixon Administrations will be examined.

**71-315. AMERICAN SOCIAL HISTORY TO 1877**

Credit, three hours.

This course traces the colonial and ante-bellum development of the American way of life by comparing the stereotypes of the Yankee, the Frontiersman, and the Southerner, and by studying the artifacts and popular literature that reflect the technology, customs, religion, mores, health, popular styles, architectural trends, and social concerns of the predominately rural and agricultural United States of the period.

**71-316. AMERICAN SOCIAL HISTORY FROM 1877 TO PRESENT**

Credit, three hours.

This course surveys the impact on American life of industrialism, urbanism, and rapid technological change. The focus will be upon the changing nature of everyday life and work, culture, conflicts between rural and urban values, and social tensions arising from ethnic, economic, and regional differences.

**71-331. ANCIENT CIVILIZATION**

Credit, three hours.

The process by which civilizations develop and the application of this process to the ancient civilizations of the Mediterranean with special emphasis on the Hebrew and the classical civilizations of Greece and Rome. Prerequisite: History 101 or its equivalent.

**71-332. MEDIEVAL HISTORY**

Credit, three hours.

Concerns the development of Western traditions during this formative period of history from the fall of Rome to the Renaissance. Emphasis is placed upon the development of the Christian Church and philosophy, the barbarian in-

vasions, the crusades, and the formative beginnings of nation-states. Prerequisite: History 101 or its equivalent.

**71-333. MODERN EUROPEAN HISTORY**

Credit, three hours.

The political, economic, and intellectual achievements and failures of Europe from the time of the French Revolution to the coming of World War I, including the impact of European contact with the non-European world. Prerequisite: History 102 or its equivalent.

**71-334. EUROPE, 1500-1815**

Credit, three hours.

Rise of the modern nations and their expansion overseas from the Reformation to the French Revolution.

**71-402. DIPLOMATIC HISTORY OF THE UNITED STATES**

Credit, three hours.

A survey of the development of the foreign policy of the United States from colonial times to the present.

**71-404. WORLD HISTORY SINCE 1914**

Credit, three hours.

The historical and intellectual events of the twentieth century and their impact upon western man. Attention is given to Europe between the two world wars, the emerging nations of Africa and Asia after 1945, and the Cold War.

**71-405. HISTORY OF THE AMERICAN NEGRO**

Credit, three hours.

This course will be an examination of the African and West Indian background of slave trade; the institution of slavery in ante bellum United States; the effects of Civil War and reconstruction; the pursuit of self-help and democracy and repression; and the black renaissance and revolution. Attention will be devoted to historical development of the Negro in American cultures other than the United States. Prerequisites: History 201 or 202 or their equivalent.

**71-407. HISTORY OF ENGLAND TO 1660**

Credit, three hours.

A survey of British civilization from the Roman conquest to the Restoration with emphasis on the political, economic, social, and cultural developments.

**71-408. HISTORY OF ENGLAND SINCE 1660**

Credit, three hours.

A survey of British civilization from the Restoration to the present, continuing the political, economic, social, and cultural development with emphasis on Britain's emerging role in world affairs.

**71-411. LATIN AMERICAN HISTORY**

Credit, three hours.

The colonial period, the independence movement, rise of national states, national and international developments to the present.

**71-412. HISTORY OF RUSSIA**

Credit, three hours.

A study of Russia and its expansion from the Muscovite principality to the empire of the 20th Century. Special emphasis is placed on the internal, political, social economic, and cultural development since 1917, and the international relations of the Soviet Union today.



**71-413. TECHNIQUES OF RESEARCH**

Credit, three hours.

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography, and extensive work with source materials. This course is recommended for both history and political science majors.

**71-420. HISTORY OF THE FAR EAST**

Credit, three hours.

Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese and Chinese nationalism, Western imperialism, the World Wars, and the post-war era.

**71-425, 426. READINGS IN AMERICAN AND WESTERN  
HEMISPHERIC HISTORY**

Credit, three hours.

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected American or Western Hemispheric topics. The specific topics and presiding professor will be announced prior to registration periods.

**71-427, 428. READINGS IN EUROPEAN AND WORLD HISTORY**

Credit, three hours.

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected European and World topics. The specific topics and presiding professor will be announced prior to registration periods.

**POLITICAL SCIENCE**

**72-101. AMERICAN FEDERAL GOVERNMENT**

Credit, three hours.

A study of the functions and administration of the government of the United States. First and second semester.

**72-102. STATE AND LOCAL GOVERNMENT**

Credit, three hours.

A study of the functions and administration of the government on the state and county levels.

**72-201. INTRODUCTION TO PUBLIC ADMINISTRATION**

Credit, three hours.

An introductory study of the development, organization, procedures, processes, and human relations factors in governmental administration. Particular emphasis will be placed on the study of administrative practices in the Federal, state, and local governments in the United States. Prerequisites: Political Science 101 and Political Science 102 or the equivalent.

**72-301. PUBLIC POLICY**

Credit, three hours.

Study of public policy development and implementation in the United States, with emphasis on the ways in which cultural, political and institutional factors may inhibit or expedite pursuit of public policies designed to meet societal needs; and with consideration of selected contemporary issues of public policy within this framework. Prerequisite: Political Science 101.

**72-309. PRESIDENT AND CONGRESS**

Credit, three hours.

Study of the ways in which Presidents and Congressmen attempt to meet their responsibilities within the context of the institutional and political fea-

tures of the American system; an examination of the complex relationships between President and Congress; and a consideration of President and Congress in relation to past, present and possible future settings. Prerequisite: Political Science 101.

### **72-310. POLITICAL PARTIES**

Credit, three hours.

A study of the nature, growth, and methods of political parties and the conduct of elections.

### **72-315. EARLY POLITICAL THEORY**

Credit, three hours.

A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies. First semester.

### **72-316. RECENT AND CONTEMPORARY POLITICAL THEORY**

Credit, three hours.

The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period. Second semester.

### **72-325. COMPARATIVE GOVERNMENTS**

Credit, three hours.

A comparative study of modern political institutions with particular attention to European government and politics. First semester.

### **72-326. COMPARATIVE GOVERNMENTS**

Credit, three hours.

This course will examine the governments of the Soviet Union Communist China, and Eastern Europe. Their ideology, theory, institution, leadership, and politics and their relations with other communist countries will be emphasized. Second semester.

### **72-400. JUDICIAL BEHAVIOR**

Credit, three hours.

An examination of the politics of the judiciary; the relationship of formal structures to environmental and cultural variables; and role playing and small group interaction among participants in judicial systems and subsystems. Prerequisite: Political Science 101.

### **72-401. CONSTITUTIONAL LAW**

Credit, three hours.

Development of the American constitutional system and its workings. The relationship of the constitution to present political, social, and economic problems.

### **72-403. INTERNATIONAL RELATIONS.**

Credit, three hours.

Surveys the political relationship among states, emphasizing methods and goals of diplomacy. It also analyzes concepts like the balance of power, collective security, and the peaceful settlements of disputes.

### **72-404. INTERNATIONAL ORGANIZATION OR WORLD GOVERNMENTS**

Credit, three hours.

Examines the theory, structure of international organization with special emphasis on the U.N. The other organizations which will be discussed include N.A.T.O., European Common Market, SEATO, OAS and other regional organizations.

**72-407. INTRODUCTION TO INTERNATIONAL LAW**

Credit, three hours.

A survey of the nature, sources and development of international law. Study of substantive elements through case studies will be stressed.

**71-412. METROPOLITAN POLITICS**

Credit, three hours.

An examination of local government in metropolitan areas; emphasis is placed on economic, demographic and political characteristics of the urban community and their implications for effective and responsive government. Prerequisites: Political Science 101 and 102.

**72-413. TECHNIQUES OF RESEARCH**

Credit, three hours.

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both History and Political Science majors.

**SOCIOLOGY AND ANTHROPOLOGY**

**73-203. GENERAL SOCIOLOGY**

Credit, three hours.

Origin and development of groups and social changes. Prerequisite for all other courses in Sociology and/or Social Welfare. Not recommended for Freshmen. First and second semester.

**73-205. SOCIAL PROBLEMS**

Credit, three hours.

A study of current sociological problems.

**73-303. THE FAMILY**

Credit, three hours.

A short history of types of families and a study of orderly family living.

**73-307. POPULATION AND URBAN PROBLEMS**

Credit, three hours.

A study of the theories of population, the interdependence of the peoples of the world and population as a factor in the analysis of social problems.

**73-309. SOCIOLOGY OF RELIGION**

Credit, three hours.

The structure and function of organized religion in traditional and industrial societies. The reciprocal relations of religious, economic and political systems in contemporary America.

**73-312. INTRODUCTION TO JUVENILE DELINQUENCY**

Credit, three hours.

Gives an overall view to the major problems involved in juvenile delinquency. Special emphasis is placed upon the individualization of the youthful offender, the nature and functions of the juvenile courts, problems of parents and the more effective usage of community resources.

**73-314. GENERAL ANTHROPOLOGY**

Credit, three hours.

A general survey of the origins of man and the development of pre-historic cultures.



**73-315. CULTURAL ANTHROPOLOGY**

Credit, three hours.

A study of primitive cultures with respect to range and variability of human behavior. Presented to show the continuity of social life from basic human beginnings to present-day civilization.

**73-316. CULTURE IMPACT ON SOCIAL GROUPS**

Credit, three hours.

A survey of human behavior and social attitudes under actual life conditions. Emphasis is placed upon the influence of cultural sub-groups on the development of personality, national character, ethos, and patterns of motivation as reflected by the values of the group. While the scope of the course is world-wide, special attention is given to black and Appalachian culture.

**73-401. INDUSTRIAL SOCIOLOGY**

Credit, three hours.

Industrial, business and other work units as social systems; the sociology of human relations as a study of people in this world or work.

**73-402. CRIMINOLOGY**

Credit, three hours.

An inquiry into crime causation and treatment, with complementary attention given to selected types of crime.

**73-403. ETHNIC RELATIONS**

Credit, three hours.

A survey of ethnic relations within American society, supplemented with illustrations from other societies.

**73-404. SOCIOLOGY SEMINAR**

Credit, three hours.

This course is designed for those students who have a major and minor in Sociology and who expect to pursue graduate study in the field.

**73-405. RESEARCH METHODS**

Credit, three hours.

The purpose of this course is to introduce the scientific method in sociology research. It will include the development and testing of hypotheses and will cover techniques such as observation, interviewing and questioning.

**73-406. COMMUNICATION IN AMERICAN SOCIETY**

Credit, three hours.

Special emphasis is placed upon mass communications and the structure or function of communication as the art of transmitting information, ideas, concepts and attitudes from one person or group to another.

**73-410. SOCIAL THEORY**

Credit, three hours.

The nature and development of social thought from ancient times to the present is surveyed. The influence upon social conditions by the development of sociological theories is stressed.

**73-411. SOCIAL STRATIFICATION**

Credit, three hours.

A study of the factors which account for differences in influence, power and social prestige held by different individuals and groups in the community and the society. Also considered are the theories of stratification and the relationships between social class and education, occupational choice, political preference and religious affiliation. The relationship between social class and social mobility is reviewed.

## **GEOGRAPHY**

### **74-101. PRINCIPLES OF WORLD GEOGRAPHY**

Credit, three hours.

A topical survey of the regions and nations of the world.

### **74-201. PHYSICAL GEOGRAPHY**

Credit, three hours.

A course to present land-forms to non-specialists.

### **74-301. WORLD ECONOMIC GEOGRAPHY**

Credit, three hours.

A study of products of regions and world trade in foods, metals and manufactured products.

### **74-302. WORLD POLITICAL GEOGRAPHY**

Credit, three hours.

Examination of the mutual relationships between the earth and the state in various countries.

### **74-401. GEOGRAPHY OF EUROPE**

Credit, three hours.

Geographic analysis of physical and human resources of Europe.

### **74-402. GEOGRAPHY OF NORTH AMERICA**

Credit, three hours.

Geographic analysis of physical and human resources of North America.

### **74-403. GEOGRAPHY OF THE UNION OF SOVIET SOCIALIST REPUBLICS.**

Credit, three hours.

A regional and topical analysis of the Soviet Union.

### **74-406. GEOGRAPHY OF ASIA AND AFRICA**

Credit, three hours.

Geographic analysis of physical and human resources of Asia and Africa.

## **SOCIAL WELFARE**

### **75-301. SOCIAL WELFARE AS A SOCIAL INSTITUTION**

Credit, three hours.

This course surveys the historical development of social welfare institutions and the societal processes devised to deal with social welfare concerns. Special attention is given to the origin and development of the American social welfare system as well as current trends and issues in the social welfare field. First semester. Prerequisite: 73-203, 73-205.

### **75-311. SOCIAL WORK METHODS I**

Credit, three hours.

This course is an introduction to the basic interviewing techniques and skills utilized in social work practice. The mechanics of conducting interviews, gathering information and recording interviews will be covered. Techniques used in one-to-one interviews, multiple interviews and groups will be discussed. First semester. Prerequisite: None.

### **75-312. SOCIAL WORK METHODS II**

Credit, three hours.

This methods course exposes the student to the fundamental concepts and principles of direct person-to-person social work practice and the theories of human behavior used in social work intervention. A major aim of the course is to acquaint the student with techniques, strategies and assumptions in functioning as a change-agent. The basic social work values, problem solving processes, decision-making methods and means of collecting and analyzing data are covered. Second semester. Prerequisite: 75-311.

### **75-313. CHILD WELFARE SERVICES**

Credit, three hours.

This course is an introduction to the areas of child welfare problems, needs and services in America. The historical development of child welfare services is surveyed as well as dealing with major current issues. Course content includes public and private agencies and specialized services in the categories of dependent and neglected children, delinquent children, physically and mentally handicapped children, adoptions, foster care and institutional services. Second semester. Prerequisite: 75-301.

### **75-404. SOCIAL WELFARE SEMINAR**

Credit, three hours.

This course is designed to give the advanced undergraduate student an opportunity to explore further and integrate in a generic way knowledge learned in individual courses covering many other areas of content. There is in depth analysis of social work values, professionalism, social change and systems of delivering human welfare services. Second semester. Prerequisites: 75-301, 75-311, 75-312.

### **75-407. FIELD EXPERIENCE IN SOCIAL WORK I**

Credit, three hours.

This course is the culmination of the social welfare student's course work in which the student will be expected to transform theory into practice through direct delivery of human welfare services in an approved community agency under the direction of a qualified supervisor. The student works in an agency eight hours per week and attends a two-hour seminar held weekly on the college campus. The college faculty and the agency supervisor work closely to insure the student undergoes an intense, thorough, broad experience in direct service to people in need. First semester. Prerequisites: Social Welfare 75-311, 75-312.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

### **75-408. FIELD EXPERIENCE IN SOCIAL WORK II**

Credit, three hours.

Continuation of Field Experience in Social Work I. Second semester.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.



## PHILOSOPHY

### 76-101. INTRODUCTION TO PHILOSOPHY

Credit, three hours.

This course involves an introductory consideration of language, meaning, and inference; of knowledge, truth, and certainty; of types, (schools) of philosophy; of arguments for the existence of God; and of values.

### 76-210. SOCIAL PHILOSOPHY

Credit, three hours.

Analysis of theories of the nature of man, social institutions, social ethics, social purposes, patterns of relationship, and the problem of freedom and regulation.

### 76-304. PHILOSOPHY OF RELIGION

Credit, three hours.

In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God, and evil will be examined from various religious perspectives.

### 76-305. HISTORY OF PHILOSOPHY

Credit, three hours.

Survey of the major movements in philosophy from ancient Greece to the twentieth century.

### 76-306. TWENTIETH-CENTURY PHILOSOPHY

Credit, three hours.

Emphasis on pragmatism, existentialism, and analytic philosophy.

### 76-315. ETHICS

Credit, three hours.

Problems of choice within the context of society as considered by representatives of various philosophical and Christian traditions.

## PARK ADMINISTRATION

### 79-201. INTRODUCTION TO PARK ADMINISTRATION

Credit, three hours.

This is an introductory survey of the broad spectrum of the park administration field, including the philosophies of administration; the role of parks in modern society and their impact upon surrounding areas; and, the interrelationship of parks, tourism, natural and historic environment, and leisure time. Current developments in the field will be examined.

### 79-301. PARK MANAGEMENT I

Credit, three hours.

In this course, the student will investigate the theories, practices, economics, and problems fundamental to the use of land and related resources for park purposes. Also, the organization, administration, and policy of different types of parks will be examined with emphasis upon program development, park management practices, and park operation plans. Prerequisite: 79-201.

### 79-302. PARK MANAGEMENT II

Credit, three hours.

In this sequential course, the student will concentrate on the specific management problems of law enforcement methods and procedures, capital and program budgeting, activity scheduling, personnel practices, and maintenance concerns. Prerequisites: 79-201/301.

### **79-310. PARKS IN THE URBAN SETTING**

Credit, three hours.

This course involves an examination of the organization and functional objectives of municipal, regional, and national urban parks. The types of facilities, locational factors, and relationships with urban health and social service programs will be investigated. Prerequisite: 79-201.

### **79-401. STATE AND FEDERAL PARK POLICY**

Credit, three hours.

This course will consider the origin, evolution, and significance of public policy in park development on the state and national levels in the United States. Other contents will be the historic, legal, and social background for use of land for park purposes. Prerequisite: 79-201.

### **79-450. DIRECTED FIELD PLACEMENT**

Credit, one to six hours.

A student will be placed with an appropriate park administrative agency after his junior year so that he might participate in and observe the day-to-day operations of a park. Although flexible arrangements could be formulated for placement, it is preferred that this experience be completed in one semester or summer. For details, the manual for park administration field placements should be consulted. Prerequisites: 79-201, 79-301, and 79-302.



# ENROLLMENT DATA

## SUMMARY OF STUDENTS 1973-74

	Men	Women	Total
I Summer 1973 .....	208	299	507
II Summer 1973 .....	188	229	417
<b>TOTAL</b> .....	<b>396</b>	<b>528</b>	<b>924</b>

### Regular Term 1973-74—1st Semester

	Fr.	Soph.	Jr.	Sr.	Unclass.	Total for Credit	Total N.C.
<b>IN-STATE</b>							
Full-time .....	260	199	193	225	71	948	0
Part-time .....	68	36	17	40	97	258	3
Men .....	122	104	99	126	86	537	2
Women .....	206	131	111	139	82	669	1
<b>OUT-OF-STATE</b>							
Full-time .....	195	202	189	155	43	784	0
Part-time .....	1	7	7	29	7	51	0
Men .....	115	112	111	92	27	457	0
Women .....	81	97	85	92	23	378	0



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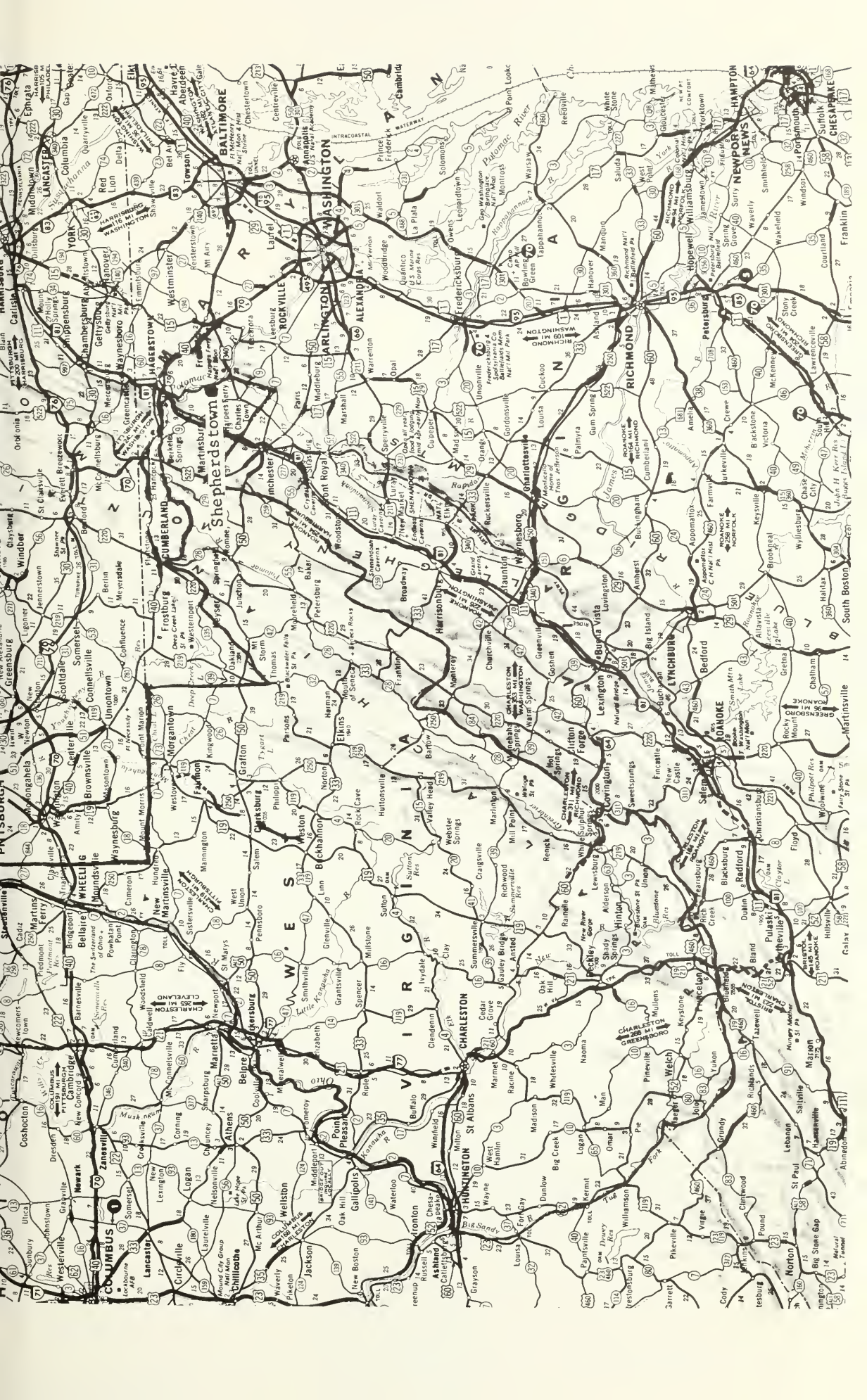
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